DOCUMENTARY EVIDENCE

submitted to

THE NATIONAL LIBRARIES COMMITTEE

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Explanatory Note

The procedure adopted by the Committee is described in Chapter 1 of the Report. This volume contains the main bulk of the documentary evidence received. The rest of the written evidence is available for inspection at the Department of Education and Science. Some memoranda of evidence were accompanied by supporting documents which are not reproduced in this volume. In such cases they are listed at the end of the memorandum of evidence.

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MEMORANDUM

submitted by

THE CURATORS OF THE BODLEIAN LIBRARY

4th March, 1968

Of the many aspects of the activities of a National Library to which your Committee is giving its attention, there are four (all arising out of the report of the Parry Committee) on which we wish to comment specifically. Our observations are written from a library point of view and are based on our experience in the Bodleian; for this reason we do not discuss the question of the relationship between the library departments and the antiquities departments. More general questions will be dealt with in a submission by the Libraries Board of this University.

On two of the four matters our comments are brief. The first of them is professional training. Although much has been done in recent years and is being done now to improve the standard of professional training available for librarians, we remain, as a learned library, dissatisfied with that training. It does not sufficiently stretch students who have completed a rigorous degree course, and compares unfavourably, in its suitability for the staff of a University library, with the training offered by the best library schools in America and with the Ecole des Chartes in France. We should strongly support the proposal made by the Parry Committee that a National Library should have a specific role in the organisation of professional training for librarians.

The second point on which we would comment rapidly is the suggestion made by the Parry Committee (§ 314) that the National Library should be 'the focal point, if not necessarily the initiating centre, for the research carried out on library techniques'. While anxious that the National Library should play a large part in this research, our experience in recent discussions has shown that the British Museum is disadvantaged by not having the resources of a University to support its research. University libraries are able to call on these resources, and in particular on their computing centres, for experimental investigations in a way which is denied to the British Museum. A University library, moreover, has an organised community of readers whose opinions can be ascertained more readily than can those of readers in the British Museum. We believe that University libraries must have an important role in library research. The investigations into library automation which have been undertaken at Newcastle by the University library in association with the computing laboratory are a striking example, and similar activities are being planned in the Bodleian.

The third question to which we wish to allude, and at somewhat greater length, is that of inter-library loans. These loans have a great and growing importance in modern library activity, and we are of the opinion that their national organisation should be strengthened. We do not, however, regard this as a desirable function of the British Museum Library. We believe it to be in the national interest that there should be libraries of reference and deposit, where the reader does not work under the permanent risk of finding that the books he needs are out on loan. The British Museum is and should remain such a library. So, bye and large, is and should remain the Bodleian. And indeed we believe that the libraries which enjoy the privilege of copyright deposit should be libraries of reference and deposit. The Parry Committee was in our view advancing a dangerous doctrine when it argued that the copyright libraries should be prepared to lend their English copyright books. If the Copyright Act became the means of supplying inter-library loans, the outcry from publishers and authors would be vigorous and justified. This is made sufficiently clear by the recent complaints from authors about the loss of royalties on books which have been *bought* by libraries. We are glad to have had Dr. Parry's personal assurance that his Committee had not intended to recommend the lending, by the copyright libraries, of English copyright books in print.

It may be said in parenthesis that while we should not wish the British Museum to lend any books, we do not take so firm a line about the Bodleian. It has for some years been the policy of the Bodleian to lend, through the National Central Library, books in certain categories. In the year 1966/7 we lent 863 items. We have recently simplified our procedure in order that we may respond more quickly to requests received through the National Central Library for the loan of items in the eligible categories. It is however important that we should not become a library of first resort for loans. This would impose on the Library a burden for which it has no staff provision, would be unfair to our readers (of whom a majority come from outside Oxford), and would transform the character of the Library in an unwelcome way. And if this is true of the Bodleian, it is *a fortiori* true of the British Museum.

We regard the National Central Library as being the best agent for the organisation of loans, and would urge that it should be strengthened and expanded to this end. It should be given the means greatly to increase its own stock of books.

We do not however conclude that the British Musuem should have no role in inter-library lending. The most important condition of a satisfactorily working system of inter-library lending is the existence of a national union catalogue. We believe that the planning and maintenance of such a catalogue should be the responsibility of the British Museum, and that the necessary funds should be provided for this purpose. There is no step which would do more than the creation of a national union catalogue to give life and effectiveness to inter-library loans organisation. It is ten years since Dr. Th. Besterman argued in a British journal for the creation of a European union catalogue. The American *National Union Catalog* has existed since 1901, and has been printed since 1956, and it is a British firm which has won the contract for printing in book-form the twelve million pre-1956 entries. The Bodleian would be glad to participate fully in the preparation of a British union catalogue.

It should be added here that we have found highly satisfactory the services performed by the National Lending Library for Science and Technology, from which we borrow an average of two items daily. There is an undoubted need for a clear repartition of subject-coverage between the National Central Library and the National Lending Library for Science and Technology.

Finally, we refer to a question which is the most important of all. This is the need for preserving the unity of the British Museum Library. The development of education and research in recent years has caused old classifications of knowledge to be blurred and in some cases superseded. Inter-disciplinary and border-line subjects are far more widely studied than in the past. Historical accident and the constraints of space have caused a fragmentation of library provision under the aegis of the Bodleian which, if we were starting *de novo* we should not wish to introduce. The dividing lines between jurisprudence and philosophy, between constitutional law and constitutional history, between logic and mathematics, between psychology and medicine, between the history of science and science are not self-evident. If they have to be drawn they are found to be arbitrary. It is perhaps not a great hardship to a reader in the small area of Oxford to move around from one library to another. In London, however, the situation would be far different. We believe that it is essential, if the British Museum is to serve scholarship adequately, that its Library Departments should form a geographical unit and should have a central location in London.

MEMORANDA

submitted by

THE TRUSTEES OF THE BRITISH MUSEUM

21st June, 1968

PART I

INTRODUCTION BY THE CHAIRMAN OF THE TRUSTEES

1 In this introduction to their evidence to the National Libraries Committee the Trustees of the British Museum wish to call attention to certain general considerations which, in regard to the British Museum library, are supported in the body of this document.

2 The Trustees are in no doubt that it is desirable and urgent to organize a national library system, with the object of providing effective access, by reference and by loan, to the fullest possible range of books, journals and documentary material[1]. With this purpose in view the Committee have been asked to consider four libraries, of which the Museum's library is by far the most comprehensive. But in order to make use of all the relevant material we think that consideration should also be given to the other Copyright Libraries and to certain other university and specialist libraries.

3 In the experience of the Museum the chief defect of the older libraries is not confusion or duplication of functions but the long-endured shortage of funds,[2] which has made it impossible for them to develop their services in step with modern practice and the demands of a better educated public.

4 For twenty years the Trustees of the British Museum have been pressing for the means to rehouse the Museum library in a much larger building. By now the shortage of space is such that the staff are compelled to work in conditions which do not permit of anything like maximum efficiency, and readers will soon have to be turned away, not only in the summer months, but on every day of the year.

5 The Trustees cannot believe that the national interest is well served when the basic tools of knowledge and research are starved of funds for development, while immense sums are voted for industries and social services whose efficiency depends on the application of knowledge and research to their various undertakings. If, for example, new capital of the order of £25,000,000, such as the Industrial Reconstruction Corporation contributed to the merger of the British Motor Corporation and Leylands, had been made available to the national libraries, the buildings could have been provided in which to offer facilities to scholars, research workers and readers of all kinds, of a quality that would bear comparison with, and probably excel, comparable facilities in the United States and elsewhere.

6 Demands on the national libraries are growing from many sources, but special attention will have to be given to the needs of university staffs and research workers. The older universities were able to build up comprehensive reference libraries of their own. The newer universities cannot do this because many of the books are now too scarce and expensive. Their staffs and post-graduate students, as has always been the case with London University, will have to rely more and more on the national libraries. It follows that unless the vast sums which are now rightly devoted to the expansion of higher education are matched by large increases in capital and current grants to the national libraries the newer universities and other similar institutions will be severely handicapped.

7 A national library system should have the two functions of reference and loan, both of which must be available to everybody on equal terms. For the first the most comprehensive possible stock of material has to be collected and maintained.[3] The utmost endeavour has to be made to preserve at least one copy of every book and periodical published in Britain and of all foreign publications judged to be of value for information or research, and to offer the means by which readers can discover where the material is and how they can use it. We shall argue that for reasons of the indivisibility of knowledge and of good and economical administration (there is here both a very great deal of money at stake and an acute shortage of skilled manpower) it is desirable to maintain as high a proportion as possible of this material in one place;[4] that that place should be in central London; and that in central London the Great Russell Street site offers exceptional advantages.[5] We shall further argue that the assistance which the national reference collection can extend to other libraries will be in proportion to the comprehensiveness of its collection on which will be founded such services as cataloguing, bibliography, information and the supply of photographic copies. We are aware that the stocks of the national lending libraries should be greatly increased and that the present organization for loans between libraries should be strengthened and improved.

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[1] Paragraphs 17–21

[2] See "Research in the Humanities and The Social Sciences", The British Academy, 1961. Chapter VI

[3] Paragraphs 21, 22

[4] Paragraphs 103–112

[5] Paragraphs 118–127

8 National museums and art galleries are seldom found adjacent to great libraries. The United Kingdom is the outstanding exception. An immensely rich library and equally rich collections of objects illustrating man's history have grown together on the same site. It may be that the general public has never been fully aware of the unique advantages afforded by this concentration of human achievement. But scholars and lovers of art and learning have always testified to the wisdom of the founders of the Museum in placing books and objects on the same site. In recent months they have come forward to express their concern that the opportunity might be lost to build the centre of our national library system next door to the other departments of the Museum.

9 We shall urge the practical reasons why it would be a grievous and expensive mistake to dismember the library or to separate it at some distance from the other collections. But behind the considerations of convenience and finance is another reason which the Trustees believe to be of paramount importance. The Western world has been putting so much of its resources into the production and exchange of goods that the study of society and of man himself has been comparatively neglected. It is now widely thought that the division of knowledge into compartments can go too far and that the balance between specialized and general education calls for redress. We believe that provided the library and the collections are kept together the Museum can offer unrivalled opportunities for scholars, members of the public old and young, and visitors from abroad to study the history of man, what he is and what he might become. In this connection we are expanding the Museum's educational services in order to provide young people with an introduction to that knowledge and love of human achievements which the Museum has always offered to the scholar. When, for example, we increase our publications for children it will be of the greatest benefit to be able to draw on and draw attention to both the library and the collections.

10 Considerations of this kind lay behind the reluctance of the Trustees to separate the scientific and technological material from the rest of the library, a course which was only accepted because we despaired of action to make possible the rebuilding of the library as a whole. We shall recommend as something which we have always desired that the N.R.L.S.I. should be brought together within a group of adjacent buildings, adequate to hold the whole of the National Reference and Research Library.

11 The Trustees have consulted the Museum's architects to find out if the Great Russell Street site is large enough to contain the Museum's main library together with the whole of the N.R.L.S.I., now divided between the former Patent Office Library and Bayswater,—and, if so, whether the building to house the scientific collections could be erected first. Subject to acceptable conditions the answer to both questions is yes.[6]

12 It may be thought that, if the whole of the National Reference Library including the N.R.L.S.I. were housed on one site, its sheer size would militate against its efficient use by those whose interest was concentrated upon a particular branch of knowledge. This problem is understood by the Museum staff and would have been well on the way to solution had space and money been available to form specialist sections within the library in Bloomsbury. Plans are ready for such a section to cover the social sciences, having reference services and a reading room of its own, but little can be done because no money is provided.

13 In a new building large parts of the library would be organised in specialist sections, where readers could study their subject with the maximum convenience, and move easily to other parts of the library, when, as must often happen, their researches cross the frontier between one subject and another. Organization by specialist sections within a large and comprehensive library would also save large sums in capital and running costs in comparison with organization in separate specialist libraries.[7]

14 The legislation required to set up a national library system would have to take account of the statutory position of the British Museum. The Museum's collections, including all the science material now separately housed in Holborn and Bayswater, are not national assets in the sense that the railways or the coal-mines are nationally-owned property. Much of the Museum's printed material and visual objects, other than the books received under the Copyright Acts, came from benefactions which were made to the Museum as a institution controlled by Trustees. They are held in trust for the public under an Act of Parliament, which gives to the Trustees control over the removal of any object to premises outside those now occupied by the Museum.

15 The Trustees have always regarded the public whom they serve as extending beyond the people of the United Kigdom to the world at large. Given the range, rarity and origin of the collections it would be improper to do otherwise. While therefore the Museum could not be maintained without large annual grants provided by Parliament, and in this sense the Museum is a national institution, the public trust upon which the collections are held and managed is not lightly to be set aside, and should be continued and embodied in any legislation for the re-organization of the library in a national library system.

16 We shall make no detailed recommendation on the future constitution and control of the National Reference and Research Library. This must wait till the site and functions of the library are determined. But we think that in any plan of re-organization a separate director for the library will have to be appointed. Some very difficult problems of the separation of certain departments from the library will have to be solved, and at this stage we shall keep an open mind on the constitution of the governing body of the library, when it has been rehoused in new premises. It will be the desire of the Trustees to reach agreement with Her Majesty's Government and to avoid controversial legislation.

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[6] See Appendix 6

[7] Paragraph 102

PART II

THE NEED FOR A NATIONAL LIBRARY ORGANIZATION

Introduction

17 The United Kingdom possesses a remarkable network of libraries. There are university and other academic libraries; libraries which cater for special classes of users; public libraries provided by local authorities. Great as the collective resources of these libraries are, and however much they co-operate, no single one can meet all the demands made upon it. They need a central organization which will co-ordinate and reinforce their efforts.

18 Most countries with modern library systems have accepted the need for such a central organization. UNESCO and the International Federation of Library Associations examined the functions which such a central organization should perform, and they have recently been restated in the Report of the Committee on Libraries of the University Grants Committee 1967 (the "Parry Report"). Briefly they are to enable the public to have access to the fullest possible range of books and documents; and to provide the public with information about them.

The Present Situation in the United Kingdom

19 The Libraries named in the terms of reference of the National Libraries Committee cannot yet meet these requirements because their services are not adequately planned and co-ordinated. Moreover, there are other institutions which should be brought into the picture. The British National Bibliography, the National Libraries of Scotland and Wales, and those university libraries–the Bodleian and Cambridge which enjoy the legal deposit privilege. There are also bodies such as the National Film Archive and the British Institute of Recorded Sound which deal with types of material that have been neglected by the national libraries.

The National Library System of the Future

20 What therefore is needed is a new conception of what it takes to form a national library system. The Parry Report pointed out that the British system lacks an apex, and librarians have called for a national library with comprehensive functions, covering reference, loan and bibliographical services, which would take the lead in librarianship. The Trustees of the British Museum believe that different national library functions are best performed by separate institutions. But these institutions should be welded into a coherent system, and the nucleus of the system cannot be anything else than the collections of the British Museum Library.

21 If the public is to have access to the widest possible range of literature, the national library organization as a whole will need to pursue five main objectives:

(i) To ensure complete coverage of every book or periodical published in Britain and of all foreign publications judged to be of value for information or research.

(ii) To supply information about the existence, location, and content of such documents.

(iii) To ensure the permanent conservation of at least one copy of each.

(iv) To provide access to these documents in organized collections where they can be used together in any desired combination as well as separately.

(v) To facilitate the use of individual documents at a distance from the collections to which they belong–by loan, by communicating copies made by photographic or other means, or by supplying information extracted from the documents.

Let us examine each of these objects in turn.

Coverage

22 No one library can cover the field completely. The national collection should be virtually complete as far as the output of United Kingdom books is concerned. It should attempt to be as complete as possible in foreign literature, if only because it must supplement the resources of every other library. But the fact must be recognized that much rare or specialized material, not now obtainable is already scattered among libraries; and one of the tasks of the national organization must be to assist other libraries to build up their own special collections, and to make known where unique material is located. At the same time it must itself acquire material which other libraries are not collecting.

Information

23 To be successful the information service needs to have at its disposal comprehensive catalogues and bibliographies; to have access to a comprehensive book stock which is constantly available for reference; to know about the holdings of all the important libraries in the country; and to co-operate with libraries which have special resources. Above all it needs an expert staff.

Conservation

24 The aim should be to preserve one copy of each document. This can best be achieved by securing copies of as many as possible in one central library. This central library must have strong security arrangements, and it must not make loans.

Access

25 Only if there is a central library of this kind can the resources of all other types of library be supplemented. The ideal is to meet the demand of every kind of enquiry calling for books on any and every subject and in every sort of combination.

Distant users

26 The demand for books on loan cannot be satisfied unless there is a national loan collection and a system of lending between libraries. But the central reference library, without lending itself, can powerfully support them. Photocopying, microfilm in various forms, and ultimately newer developments such as telefacsimile transmission are all ways in which a single copy of a book can be made to serve the distant user without denying it to the research worker in the library.

27 No national library system can work without union catalogues on a national scale. These catalogues should show whether documents exist or where they are located both in the central reference library and in other libraries. Union catalogues are indispensable to the information service for compiling bibliographies and tracing scarce books, and to the inter-library lending system; they must be available to both the reference and the loan systems.

To sum up:

28 At the heart of any future national library organization must be a central comprehensive reference and research library. It would be the main instrument for covering literature comprehensively, for preserving the national collection of books and manuscripts and making it available for use, and for providing bibliographical information. It would also play a major part in all the other functions of a national library organization. It would supplement the national loan system by its copying service. It would be a training ground for librarians and bibliographers and a pace-setter in new techniques of librarianship. It would be a great educational centre at another level, a centre for exhibitions, lectures, meetings, guided tours and popular publications. Where also could one look for the natural centre of the national library system than in the library of the British Museum?

PART III—THE PRESENT POSITION

A. The British Museum Library

29 In the British Museum our country possesses in a single institution a great museum and a great library. In the past two hundred years, it has come to be renowned as the most famous national library in the world.

30 It is the only library receiving by law a complete and unselective set of all new British publications. Its collection of English publications of all periods—books, periodicals, maps, musical scores, newspapers, ephemera— is the most complete anywhere. The bibliography of British books is based upon its catalogues. No other British library can challenge its range of books and periodicals from other countries, including those of Asia, nor any library in the world its holdings of pre-nineteenth century literature in all languages. It houses the country's richest collection of ancient, mediaeval and modern manuscripts and a splendid department of prints and drawings. No European country can match its vast collection of the official publications of governments. Recently it has developed, in the National Reference Library of Science and Invention, the country's largest reference collection of currently valid scientific, technical and patents literature: much of this is now on open shelves to which the public has free access, and all of it would be so if only a suitable building had been provided by the Government.

31 These collections are forever growing. Legal deposit, purchase and exchange bring in a mass of new material. And so do gifts and bequests, often of whole collections of great value collected by individuals and institutions.

32 Yet the fabulous wealth of the library's collections is not the only thing which makes it unique. It has a double duty: permanently to *preserve* the collections in their entirety, and to make them *accessible* on equal terms to all who need to use them, from wherever they may come. That is why the B.M. library is not a lending library. It could not be so and still give an assurance that material from its collections will always be available to all comers.

33 For all these reasons, the British Museum library is simultaneously a "library of last resort" and a "library of first instance". Every librarian or research worker can turn to it when other resources fail, and the public can expect to find information on every subject. It is an international centre for advanced scholarship where scholars can pursue a topic of research for years. Not merely in antiquarian studies: the most modern studies can best be pursued in the BM. Whether the object is to follow a long chain of references or delve into unfamiliar topics, no other library can rival it. That is why scholars flock to it from all over the world[8], so that it can claim to contribute to Great Britain's prestige and earn foreign currency. They flock to it, knowing that they can rely on being helped in their research by the library staff who are admired and respected not only for their capacity to help scholars, but also for the original contributions they make to scholarship in their own right. But the library staff are not there merely to serve scholars. They are there to serve the public at large and they answer an immense variety of questions from almost every quarter.

34 Thus, the BM library must be the nucleus of any central national reference and research library. People sometimes imagine that modern technological methods will eliminate the need for this immense depository. They envisage libraries being dispersed and the material in their books and documents being flashed by electronic means from library to library at the behest of readers. But these techniques will strengthen the need for a great central library, not abolish it. The more complex and advanced such methods of recording and transmitting material become, the more they will need to be co-ordinated at the main reference library. And despite technological change, books will continue to be used in their original form for a very long time to come. But so long as the buildings, finance and the number of staff in the BM library remain inadequate, the library cannot play the role it should play in relation to the other national libraries and to the libraries of the country as a whole. Before we can define that role, we must describe in more detail what the library does, and what it is proscribed from doing for lack of resources, today.

THE LIBRARY DEPARTMENTS

35 Four of the twelve departments of the British Museum are generally considered to constitute the Library: the Departments of Printed Books, of Manuscripts, of Oriental Printed Books and Manuscripts, and of Prints and Drawings. But this last department is so much the record of man's graphic achievements that it is perhaps even more a part of the Museum than the Library. This fact re-emphasises a point so often made by the Trustees. The Library is also the library of the Museum itself and is intimately connected with the collections of Antiquities. Anyone can get expert advice at the British Museum from the staff of *both* the library *and* of a department in the Antiquities Collections. As these staffs share the same building, they work together, economise in resources and share the same central services, notably photography, photocopying and publications. The central administration of the British Museum is responsible for recruitment and personnel management, security, buildings and public relations. The Director implements the overall policy laid down by the Trustees and co-ordinates the work of all the Departments, including those which constitute the Library. If the reader is to understand the complexity of the riches of the Library, he must come on a tour and start in the Department of Printed Books.

PRINTED BOOKS

36 The largest department, and the one which has most in common with the other libraries under review by the National Libraries Committee, is the Department of Printed Books.[9] It has a staff of about 680, as against a total of 100 in the other library departments, and occupies about nine-tenths of the space allotted to the Library. Its collections now fill 120 miles of shelves and are expanding at the rate of over two miles a year. The number of distinct volumes certainly exceeds seven millions, and when individual items are counted, including pamphlets, single issues of periodicals and newspapers, and separate maps or sheets of music, the number of these added each year now approaches two millions. Not all of them can be housed in the present Bloomsbury building. The Newspaper Library is at Colindale; the N.R.L.S.I., for which a separate building was promised by 1965, operates partly in the old Patent Office Library premises, partly in temporary quarters at Bayswater; and the continued postponement of building a new library has compelled the Department to house part of its foreign government publications and English fiction in a repository at Woolwich. The figures of the rate of acquisitions may alarm some people and make them ask whether even a new building can contain the new material which will pour in during the years to come: whether indeed the ideal of a national reference library is still tenable. But modern methods of storage enable vast collections to be housed, and the plans for the new library showed convincingly that storage is not a major problem, as will be argued in paragraphs 109–111 below and in Appendix 6.

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[8] See Appendix 5

[9] For further details see Appendix 3, A. and B.

THE DIVISIONS AT BLOOMSBURY

The Collections

37 The collections of printed books are organized in a number of distinct units. In the main building at Bloomsbury, stored mainly in the older parts of the building and in the book-stack surrounding the main Reading Room, is the *General Library*, which contains printed material of every kind (except those in the separate units mentioned below) of all periods from the invention of printing to the present day and in all languages except those of Asia. It includes some 200,000 volumes classified as rare books, which have to be kept under special security. Among these are many whole collections of outstanding importance which have been incorporated into the Library, ranging from the Old Royal Library presented by King Goorge II, King George III's collection (the King's Library, housed in the gallery constructed to receive it) and such splendid general collections of fine books as that of Thomas Grenville to more specialized examples like the Thomason Civil War tracts, David Garrick's collection of plays, Sir Joseph Banks' books on botany, zoology and exploration, the early newspapers collected by Dr. Charles Burney, and the Ashley Library of T.J. Wise with its numerous rare editions of English literary classics.

38 Closely associated with the General Library, and housed in the newer King Edward VII wing (though with a third of its stock now out-housed at Woolwich) is the *State Paper Room*. This is now the fastest growing part of the Library and is an unparalleled collection of the official publications of almost every government in the world, as well as of intergovernmental organisations, such as the United Nations and its agencies.[10] Here is the most complete set accessible to the public of British Parliamentary Papers and official publications.

39 At Bloomsbury there are also three collections of material of special types. The *Map Room* provides, mainly through deposit under the Copyright Act, a virtually complete collection of all cartographic material published in the British Isles, and an up-to-date topographical coverage of the rest of the world. Its staff offer expert help to users of many kinds; not only geographers, but students of the natural and social sciences, historians, archaeologists and people engaged in town-planning, legal proceedings and international affairs. The *Music Room* holds over 900,000 musical socres, ranging from original editions and scholarly collections of the works of the major composers of the world to the latest popular sheet-music. Within it is contained the Royal Music Library, with its magnificent series of autograph scores by Handel, and the Hirsch Musical Library, a fine private collection in 20,000 volumes. It is extensively used by publishers, editors, musicians, record companies and enquirers concerned with copyright. Then there is the *Philatelic Collection* containing approximately four million items: it recently increased by over a million in a single year through the deposit of the Board of Inland Revenue's Stamping Branch archives containing about a million fiscal and postage stamps from 1712 onward, and the gift by De La Rue Ltd of their archival collection of stamps printed by them over 114 years for the governments of 171 countries.

40 There are four ways of extending and bringing the collections up to date: copyright deposit, gift, exchange and purchase. Copyright deposit is the principal means of maintaining the completeness of the English collection. About one-sixth of all acquisitions come to the Library through this means. Considerably larger quantities of material are received through gift and exchange. This in the main is how the collection of foreign official publications is built up: arrangements are negotiated with foreign governments, or where necessary with single government departments, research institutes and libraries, for the exchange of their publications against British publications supplied by H.M. Stationery Office. Material which is purchased represents in bulk, and in nominal value, less than a quarter of the Department's acquisitions; but item for item it is more important. In recent years about £200,000 per annum has been spent on printed books: of this only about 12% is spent on acquiring antiquarian material. The value of all the material acquired in a year is probably as much as £800,000.

41 The staff who select purchases of foreign publications and negotiate exchange agreements need to be scholars of good judgment. They have to detect new movements in literature, the arts, and the fields which provide the raw material of the social sciences. The new brain-children of research have to be recognised as soon as they are born. For, if they are not, the cost of filling the gap in the future would be crippling. There are too few staff and too much is asked of them. In addition they need the gift of tongues as they have to correspond and to read material in so many languages.

Services

42 One of the prime services rendered to the world by the Department of Printed Books is the compilation and publication of the catalogues of its own collections. The most important are

(a) the General Catalogue, arranged by author, of which the second complete edition was published in 263 volumes between 1959 and 1966;

(b) the Subject Index, published in volume form at five-yearly intervals;

(c) the Catalogue of Books Printed in the XVth Century—a scholarly and detailed bibliographical record of the Department's outstanding collection of some 12,000 books in this category;

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[10] In this field oriental publications are not separated from those in other languages and there is a particularly important collection of recent Japanese material. On the other hand, official publications in all languages which are of scientific and technical interest are separated and are being transferred to the N.R.L.S.I.

(d) short-title catalogues of English books down to 1640 and of Spanish, Spanish-American and Portuguese, French, German, Italian and Netherlandish and Belgian books down to 1600.

(e) the Catalogue of Printed Maps, Charts and Plans, published in 15 volumes in 1967.

Equally important catalogues of music and of newspapers are maintained in the Department, but have have not yet been published.

43 The public are able to read and consult works in the Reading Room and in the North Library (the reading room for rare books). There are only 390 and 120 seats respectively in these two places. About 90 places are provided for reading periodicals in the gallery of the North Library, which also contains equipment for reading microfilms and a collating machine and there is a small room for readers using typewriters. The State Paper Room has seats for 43 readers; the Map Room can accommodate fourteen, but the Music Room has virtually no space for readers, and music is usually consulted in the general Reading Room or the North Library. The total number of items issued to readers at Bloomsbury, either from the shelves or from volumes kept over-night in reserve, is over one million and a half per annum, or 5,000 a day.

44 Tickets of admission to the Reading Room for periods up to a year are issued, without distinction of nationality, to all those over 21 who can show a need to consult books in the Library which are not conveniently accessible to them elsewhere, subject to the traditional requirement of a recommendation from "a person of recognised position". In practice no serious enquirer is ever refused a reader's ticket, though students working for a first degree or an examination below degree standard are not normally admitted. *But on many days some of those who apply for admission have to be turned away because all the seats are occupied.* This used to happen during the university summer vacations but now happens during a much longer period from the beginning of Easter until autumn.

45 The readers are a remarkably cosmopolitan body coming from most countries of the world—notably from North America and Western Europe—and from all parts of the United Kingdom, especially from the universities. It is an error to think that the library is used solely by scholars. Of course many readers are professional scholars—bibliographers, editors of texts, biographers or genealogists, specialists in some narrow field of history or social sciences—or post—graduate students collecting material for a thesis. But those who use the library are much more varied. There are numbers of people in search of exact information—journalists, editors of periodicals, people responsible for stage productions and radio programmes, novelists, school teachers, publishers and booksellers, compilers of reference-books, private owners of books which they wish to identify and compare with other copies or editions—who visit the Reading Room when the resources of their local or professional libraries cannot satisfy their need. There is also the category of professional researchers—people who earn their living by undertaking searches for information and listing and transcribing sources, and for whom the British Museum Library is their regular work-place.

46 Some 40,000 reference volumes which readers can freely consult stand on open shelves in the various reading rooms at Bloomsbury. This number would be much greater, perhaps ten times as great, in a new library building. The collections as a whole are so comprehensive and contain so many rare items that they could never be thrown open in their entirety to the public. So books are ordered by readers from the catalogues, and are fetched and delivered to their desks. Requests are despatched through pneumatic tubes, and mechanical conveyors carry books from different parts of the main stack to a point from which they can be brought into the Reading Rooms. But here again the layout of the building prevents the installation of mechanical conveyance from many parts of the Library. It would be difficult and costly to improve the present system. At present it normally takes anything between a quarter of an hour and an hour and a half, according to where the book is located and how pressed the staff are, from the time a reader hands in his slip to the staff in the Reading Room to the time when the work he has asked for is delivered to him. New methods of organising these operations are always being studied in order to speed up service to the public, but no startling improvement can be made in the present building. Moreover, as the years pass and the new library is not built, more and more material has to be out-housed and service to the public becomes ever less satisfactory. In the new building delivery to readers has been planned to take 10 to 15 minutes.

47 Those who cannot visit the Library can still draw on its resources. Various kinds of ancillary services, notably photocopying and information, are available. The British Museum Photographic Service carries out all types of photographic work, including colour transparencies, black-and-white prints for reproduction, microfilms and Xerox copies. This service, administered by the Director's Office, incidentally serves all the Museum's departments. Work for the General Library falls into two categories: making photographs, microfilms or photocopies in response to orders received from outside, and making rapid Xerox copies for readers in the Library. Both kinds of work have been increasing rapidly. Orders received from outside have doubled since 1959 and totalled 7,334 in 1967; the rapid copy service for readers has increased annually by an average of 50% since its introduction in 1960 and now deals with 13,000 orders a year. Many requests are for photocopies of books of which the National Central Library has not been able to locate copies available for loan.

48 The Bibliographical Information Service, which shares its staff with the Enquiry Desk in the Reading Room, answers postal and telephone enquiries. The range of enquiries is very wide and includes, besides bibliographical queries appropriate to a large research library, questions from children writing essays, from people who want information about books (often in fact neither rare nor valuable) in their possession, and from correspondents trying to establish small but obscure matters of fact. Although many of these enquiries could equally well have been addressed to a local public library, the staff does its best to help the public and deals with as many enquiries as it can. The staff is not large enough to undertake research or to compile select bibliographies for

enquirers; but it often supplies the latter in the form of photographic extracts from the Subject Index or the General Catalogue. Excellent relations exist with many other libraries and institutions with specialised interest; so that the British Museum passes on some requests to them and in return deals with others sent by these libraries. Some enquiries are not answered by the Library staff at all. They are referred to specialists in other Departments of the Museum.

49 Any account of the Library's services must mention the professional acumen which the staff brings to the wider world of books and libraries. Members of the staff serve as officers and committee members in the Bibliographical Society, the Hakluyt Society and similar bodies; in such organisations as the British Standards Institution, Aslib, the Microfilm Association of Great Britain and various bodies concerned with the use of computers; and in the Library Association and several of its specialist sections and the International Federation of Library Associations.

Members of the staff also represent the Trustees on the governing bodies of the National Central Library, the National Library of Wales and the British National Bibliography.

DIVISIONS OUTSIDE BLOOMSBURY

The Newspaper Library

50 The Newspaper Library at Colindale was completed in its modern form in 1932 and, though much damaged by bombing in 1940, it now contains half a million volumes and parcels of newspapers and periodicals. Volumes are being added at the rate of about 5,000 a year. In 1967 about 12,000 readers paid visits and consulted nearly 76,000 volumes. There is a comprehensive collection (somewhat depleted by war-time losses) of Irish, Scottish, Welsh and English provincial newspapers from 1700 onwards; of London newspapers, weekly journals and trade journals from 1801 onwards (earlier London papers are kept at Bloomsbury); a large collection of Commonwealth newspapers; and a representative collection of newspapers from the rest of the world (though not in oriental languages—newspapers in these languages belong to the Department of Oriental Printed Books and Manuscripts, and are kept at Bloomsbury). This library has its own Xerox, photography and microfilm services, and last year the staff dealt with 2,700 orders. Those that came by post sometimes required a considerable amount of research. The Microfilm Annexe microfilms the main national dailies and weeklies.

51 As funds for an extension to the building have not been forthcoming, it has been decided to reduce the volume of material to be stored by microfilming the foreign collection and the part of the Commonwealth collection not received by legal deposit. When this is done, the space vacated will take the United Kingdom papers for the next 20 years.

The National Reference Library of Science and Invention

52 The other division outside Bloomsbury is the N.R.L.S.I. The story of this division's development is of such importance that it is told in detail in paragraphs 65-69 below.

OTHER DEPARTMENTS

MANUSCRIPTS

53 While the printed book carries us back over a period of some 500 years, the collections of the Department of Manuscripts[11] begin over 17 centuries earlier, and link our civilisation with the world's first international Museum and Library at Alexandria. But the Department is not, and never has been, a purely antiquarian institution. Written records of the whole history of Western civilisation from the classical world down to the present day are to be found here, and in the Manuscript Students' Room one may see, for example, a papyrus of Bacchylides or Sappho being studied alongside autograph note-books of W.H. Auden, or a manuscript of Aristotle or Galen next to the papers of Sir Alexander Fleming, the discoverer of penicillin.

54 We can convey only the most general idea of the contents of the manuscripts and the subjects they illustrate. History and literature of all types and all ages, correspondence and papers of important statesmen, politicians, authors and scholars; manuscript maps, plans and drawings, and manuscript music are all examples of primary material for study. The outstanding collection of illuminated manuscripts is virtually a gallery of medieval art. Then there are the vast heraldic, genealogical, topographical, antiquarian and bibliographical collections. Indeed it is difficult to find any type of written material not in some way represented.

55 Represented is the operative word. No manuscript collection can claim to be complete in the same way as a library of printed books. Every manuscript is unique, and thus can exist in one place only. This essential difference between manuscripts and printed books is fundamental and runs like a thread throughout the whole of the Department's organisation and activities.

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[11] For a fuller account see Appendix 3C

56 It follows that the Manuscript Students' Room is not so much a "library of last resort" as a "library of only resort". The researcher who wishes to consult the collections has no option but to visit the Department since manuscripts cannot be lent outside the Museum for study, and photography is an inadequate substitute for the originals. This is particularly true in the case of MSS of artistic interest. The Students' Room accordingly takes first place among the public services of the Department. With space for some 60 readers, the turnover may exceed 80 a day.

The Department has always provided a prompt service to readers, and manuscripts are normally supplied within about ten minutes. It is as well that service is so speedy because the number of visits to the Students' Room has risen dramatically in the last few years.

57 Those who use manuscript libraries are even more dependent upon detailed catalogues and indexes than those who consult books, and it is more lengthy and complex to catalogue manuscripts than books. Whereas those who use printed books expect to find in the Reading Room most of their requirements, the researcher interested in manuscripts must be given the chance to know exactly what manuscripts the British Museum possesses. Even if he does not visit the Library, he may want to know the precise description of a manuscript in the Catalogue; and he can rely upon its wealth of detail and bibliographical references. That is why cataloguing is one of the principal activities of the Department.

58 The Department also provides another service through its increasing correspondence with members of the public both at home and abroad. The Department is too small to organise a special section for this work. It therefore has to be shared out among the higher staff. The staff also have to deal with requests for photographs, microfilms, photocopies, etc. Orders for these are received from all parts of the world, a task which may often involve them in considerable research in order to discover what in fact the writer requires; and the Copyright Act also adds to the complications and correspondence.

59 Acquiring manuscripts is a very different matter from acquiring books. Copyright deposit, programmes of foreign purchasing, international exchange and co-operative acquisition do not operate in this field. Whereas the Reading Room would rapidly lose much of its usefulness if the stock of printed books were not constantly kept up to date, the same fate would not necessarily befall the Department of Manuscripts. The existing collections provide an inexhaustible supply of material for research, and the celebrated manuscripts collected by Sir Robert Cotton, which have been in public ownership since 1700, are as much consulted today as at any time in the past. Nevertheless, if no manuscripts were ever to be acquired it would be disastrous, and in any event no-one would wish to discourage the many magnificent gifts and bequests which continue to reach the Department. So the Department tries to purchase all kinds of manuscripts, old and new, but with a purchase grant of a mere £10,000 per annum and a constantly rising market, only a few can be bought. Manuscripts today are very much more expensive than printed books—perhaps a hundred times or more so, though any comparison is unrealistic—and at the same time there is no steady supply of new material. Here again the inadequacy of funds means that the Department can do little to stem the flow of manuscripts out of this country to purchasers abroad; and the national heritage suffers.

ORIENTAL PRINTED BOOKS AND MANUSCRIPTS

60 The library departments described up to now have been concerned with books and manuscripts in the more familiar languages of Europe and America. A third department, that of Oriental Printed Books and Manuscripts,[12] deals with the vast array of languages and cultures in the continent of Asia and those parts of North Africa which use a non-roman script. Highly specialised as it is, this department is another essential part of the national reference collection of world literature. It interlocks with the Departments of Printed Books and of Manuscripts. Its collections span all subjects in the humanities and social sciences, but a reader in search of scientific literature in Asian languages will need to use the N.R.L.S.I., and a researcher wanting governmet publications from Asia will find them in the State Paper Room. The British Museum library therefore has to be utilised as a whole and approached from many points of access in different departments.

61 The department tries to build up a balanced library of books and manuscripts in all the languages of Asia and North Africa, and it is staffed by specialists trained intensively in those languages. But linguistic skills are only the beginning. Modern interdisciplinary studies, and the growing tendency to view Asian cultures in the round, have brought the study of Asia—in the original languages—into the main stream of scholarship. No longer are these books the concern of an exclusive breed of "orientalists". Nor are Asian studies nowadays concerned only with the past. This department of the Museum, like other modern libraries, buys heavily in the fields of contemporary literature, politics, economics and sociology of Asian countries, and its staff have to be versatile enought to cope equally well with antiquarian studies and modern research. The information service which they give in a field where bibliographical experts are rare is valued by scholars at home and abroad, but there are never enough specialists in the department. What one man can cope with languages as diverse as Thai, Vietnamese, Burmese, Malay, Javanese and Indonesian? Nevertheless, the staff of the department, like their colleagues in the Antiquities departments, act as a liaison centre for Asian studies throughout the world—permanently in touch with the School of Oriental and African Studies, The India Office Library and other centres of Asian scholarship in Britain. Their connections with the Antiquities departments are equally close. "Books" are just as likely to be found in those departments as in the library: early stages in the history of writing, such as are found on Assyrian clay tablets, Chinese bronzes and incised palm leaves are at the same time parts of the written records of Asian peoples and objects of their culture.

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[12] For further details see Appendix 3D

62 This department offers the same services to the public as the Department of Printed Books: cataloguing, book selection, provision of a special reading room, information and photographic services (microfilms, photographs and Xerox), the arrangement of exhibitions and contributions to exhibitions elsewhere. It supplies copies of all its current catalogue entries to the national union catalogue of Asian acquisitions at S.O.A.S. The department also trains young librarians from Asian countries. Its reading room has seats for only 30 readers, yet it records annually more than 10,000 vists by British and foreign scholars. Through its catalogues and other publications, the department is able to make its collections known and available to all who can use them, in Asian countries as well as at home. In all, 285 different languages are represented in the department's collections, and in 1967 its acquisitions totalled 25,500 items.

63 To achieve a properly balanced coverage of the book production of Asia is exceedingly difficult. For example, the acquisition of most of the books of research value published in India, Pakistan, Iran, Turkey, Afghanistan and the Arab states is not limited by lack of funds: the difficulty in many of these countries is to know of the best publications and to locate copies of them. On the other hand in the case of Japan, which publishes nearly 25,000 new titles every year and ranks among the top five book-producing countries of the world, no one library in Britain has purchase funds enough to acquire all books of research value—especially when it is urged that ephemeral works can be of as much use to the scholar in understanding the sociology of Japan as they are to the understanding of the social history of this country. We refer in Appendix 3D to the scheme of co-operative book selection which, until recently, has been carried out in collaboration with the library of the School of Oriental and African Studies in the University of London. The fact that this scheme shows signs of breaking down, in spite of the paramount importance of working out a national scheme of book purchase for a country such as Japan, illustrates how difficult co-operative ventures of this kind are to achieve. In particular, it throws into relief the difference between two libraries of apparently similar scope: one a national library serving the public as a whole and having a responsibility to scholars of all nationalities, the other a university library with a first allegiance to its own academic body. The latter will satisfy its own need before participating in any scheme of national coverage. This and other fundamental differences between the library collection of the British Museum and of S.O.A.S. effectively rule out the possibility of any amalgamation of the two oriental collections.[13]

PRINTS AND DRAWINGS

64 The impossibility of making a clear division between the Library and the rest of the Museum is particularly apparent when one considers the Department of Prints and Drawings. Here is the greatest graphic collection in the world surpassing even splendid collections such as the Albertina in Vienna and the Rijksprinten-Kabinet in Amsterdam. Clearly the exhibits here are part of man's cultural record, but equally clearly they are part of the historical records of different countries. The policy of this Department has, indeed, always been to provide a collection illustrative of the fine arts and their development, not, like the other Library Departments, to accumulate the historical records of a man's thought and activity. Its collections can indeed be used, and are, for historical research: but only the sections of engraved portraits and of British topography have been indexed with this purpose in view. Anyone in search of historical records in graphic form must use the collections of this Department in conjuction with illustrated works in the Department of Printed Books and of Manuscripts. This Department's exhibition gallery is as important a part of its organization as its students' room. Covering Western graphic art from the late middle ages to the present day it receives more requests than any other Department in the Museum for loans of material for exhibitions in the United Kingdom and abroad.

THE NATIONAL REFERENCE LIBRARY OF SCIENCE AND INVENTION

65 Perhaps the most important of all developments in recent years in the British Museum Library was the decision to found a National Reference Library of Science and Invention[14] and to make the British Museum responsible for developing it, and the story of the events which followed this decision can be delayed no longer. The British Museum was to make its large collection of scientific and technical literature, including that which was received under the Copyright Act, available to the new library; in return it would receive a grant for the purchase of literature. The other component was to be the Patent Office Library. Both components were to form a library giving the public open access to literature of current value in all languages covering the whole range of science and technology. Open access was of the essence of this new branch of the library so that searchers for scientific and technical information could quickly scan the shelves and find what they want. These were the conclusions of the Treasury Working Party which reported in 1959 and which gave concrete form to a proposal to set up such a library made by the ACSP as long ago as 1951. As a result, there was a public statement that a building for the NRLSI would be erected and occupied by 1965 on a South Bank site adjacent to Waterloo Station and owned by the GLC.

66 For the next three years the new building was planned with the Ministry of Works, who required that it should be shared with the Patent Office. In 1963 the Royal Fine Arts Commission advised that the building plans should be rejected. In 1964 the Government decreed that no more office building should take place in London—a decree which, though it did not affect the library, was held to affect the Patent Office. In 1966 a meeting of protest between representatives of the British Museum and Confederation of British Industry with the Department of Education and Science got nowhere. In 1967 the GLC withdrew the South Bank site. In the same year, the Ministry of Public Building and Works appeared to offer a site in Vauxhall and then withdrew it. The decision by the Government to abandon the Great Russell Street site as the site for the new library, which threw all the British Museum plans into the melting pot, was the next stage in this lamentable history.

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[13] See also paragraph 86

[14] See also Appendix 3B

67 This new development is therefore being stifled if not at birth, at least in early childhood. Part of the library is still housed in the Old Patent Office building in Holborn. The other part is in temporary quarters at Bayswater which contains the material formerly in the Bloomsbury building and much other literature specially acquired. The Bayswater accommodation is quite unsuited to open access and the Holborn buildings are themselves a victim of the success of the conception. Whereas there were 83,000 visitors in 1960, there were 145,000 in 1967. The rapidly increasing number of readers conflicts with the rapidly diminishing space that can be allotted to them. More and more recent literature instead of being on open access has gone into store, and the photocopy service, now supplying 160,000 photocopies a year and expanding yearly at the rate of 20%, cannot be further expanded to meet this demand. Nor can the bibliographical, linguistic, referral, educational and information services, which the Trustees have always wished to offer, be provided to the public.

68 We examine in Appendix 3B the reasons why the demand for the services of the NRLSI has increased so startlingly. The Trustees of the British Museum foresaw these demands. They also foresaw the speed at which they would develop. That was why they urged that the NRLSI should be set up as quickly as possible even though it would mean separating it from the central library in Bloomsbury. We still maintain–for reasons which will be developed later–that the divorce should be regarded as a temporary expedient and that the ideal should be to set the NRLSI side by side with the main library, near to the offices of the Patent Agents concentrated in the Holborn area. Yet after ten years of examination and negotiation, of promises and half-promises, the library which scientists and industrialists need so badly has not materialised in the form which they and the British Museum had planned; and the exasperation of the scientists and industrialists who need an efficient NRLSI and who are bewildered by the deplorable delay, has reached boiling point.

69 It has in fact boiled over to scald and blister the reputation of the British Museum itself. The Trustees find themselves accused of dilatoriness and double-talk, of failing to show a sense of urgency, and of putting the interests of the collections of antiquities before those of the NRLSI. The dirt from the blocked drains of the Whitehall ministries rubs off onto the institution which has been vainly trying to remove the blockage. Is it any wonder that a responsible body such as the Confederation of British Industries calls for the removal of the NRLSI from the aegis of the Department of Education and Science and the British Museum, and puts forward the proposal that it should be vested in the Ministry of Technology? Naturally the Trustees do not support such a solution which would cut at the roots of any sound schemes for the organisation of the nation's library resources. But they understand only too well the mood of resentment in which it is made, and they share the indignation of the CBI that, despite all their own efforts to bring home to the Department of Education and Science the vital need for this new organisation, they can get not the slightest satisfaction. Those who criticise the British Museum over the issue of the NRLSI should ask themselves: what can an institution do if public funds are not forthcoming even when the need for their expenditure is acknowledged and a scheme accepted in principle?

OBSTACLES TO EFFICIENT SERVICE IN THE BRITISH MUSEUM LIBRARY

70 The story of the failure to set up an adequate NRLSI leads us to set down some of the other obstacles to efficient service in the Library. Ever since the war the staff of the British Museum Library have been struggling against the twin evils of inadequate space and inadequate funds. They know that they cannot give the service to the public and to scholars at home and abroad which they would wish to provide and which ought to be provided. They know that the British Museum has not kept pace with an international library such as the Library of Congress in the scale of its book acquisition, in promptness of cataloguing, and in the use of up to date methods of equipment. None of this is due to complacency or to ignorance of new developments. With the best will in the world it is impossible to apply schemes of expansion and modernization in a building designed for the needs of the Victorian age.

71 The two themes of shortage of space and shortage of funds run like a dreary counterpoint through the whole story of the British Museum's attempts to give readers the service they need. The requests for increased facilities which come to the Trustees from the library departments go far beyond the normal demands made by a vigorous and forward looking staff. Here are some examples.

(a) The reading rooms are overcrowded and prospective readers often have to be turned away because there are not enough seats. The Music Room is too small to accommodate readers at all. The information service in the Reading Room is overburdened because it has to deal at the same time with readers needing help and advice and with telephone enquiries calling for bibliographical information. Many more reference books should be available on open access, but this is impossible in the present building. The NRLSI, which depends for its effectiveness on immediate accessibility to readers, cannot throw open the large proportion of its books at present stored at Bayswater. In the Map Room public service work conflicts with other work of the staff owing to lack of space and unsuitable accommodation. The inflexible design of the building imposes an arbitrary separation of related functions and hampers the rapid flow of work from one division to another. Worse still, it delays the supply of books to the readers. New mechanical aids are needed for conveying books and information at greater speed, but these are impossibly expensive to install in an antiquated building which defies adaptation. The last resort of an overcrowded library has now been reached: it must store an increasing number of its books in distant and inconvenient repositories. This means a split in the collections, and since the demand for books is unpredictable and a rational scheme of division therefore difficult to work out, readers sometimes have to wait a whole day before they can get the book they want.

(b) The blighting effect of insufficient funds shows up most clearly in the collections themselves. The Department of Printed Books (excluding NRLSI) was granted £105,000 for purchases in 1967–8; the Department of Oriental Printed Books and Manuscripts received £15,000. These sums are far too low to cover all that the Library ought to purchase; but even if the sums were increased, the present staff are too few to deal with an increased flow of books and space for a larger staff is lacking. Greater expenditure on prewar books would help the Library to make good some of the huge losses (250,000 volumes) suffered during the Blitz: much replacement would have to take the form of expensive photographic reproductions or microfilms.

(c) Only a modest increase in funds for more staff would enable the Reading Room to be kept open later every evening of the week. At present it remains open until 9 P.M. on only three days a week.

(d) There are other serious shortcomings in the Library's service which are due not to lack of funds alone or lack of space alone, but to an inextricable relationship between the two. Chief of these is the much-criticised photographic service. This is squeezed into such cramped quarters that it cannot operate efficiently nor turn out the work in anything like the quantity required. As a result, the public have to wait a long time, sometimes months, for their microfilms and photocopies. More staff and equipment are needed, but, even if they were provided, they could not be accommodated in the present building. Similarly with the Cataloguing Division. An increase in staff is needed to catch up with the arrears of cataloguing, but the present staff work under intolerable conditions in cramped quarters. As a result, many new members of staff leave as soon as they are trained, and Assistant Keepers are left to perform duties below the level of their grade. In this way one shortage reacts upon another to aggravate the situation.

(e) A new project which could only be brought to fruition by a combination of more space and more funds is the development of a special reading room and reference centre for the Social Sciences within the present building. This has been planned in detail but cannot be implemented. In the same way, the twin shortages which have been the theme of these paragraphs prevent the Museum from building up a fully effective bibliographical information service, properly housed and professionally staffed, which would not be distracted from its task by routine service to users of the Reading Room.

72 These obstacles to good service to the public are matched by the obstacles to providing decent quarters for the staff to work in. The Trustees are perpetually concerned by the fact that so many of the Library staff work in miserable conditions. The loyalty of those who stay is exploited and the inefficiency caused by the turn-over of those who leave is deplorable.

73 The list of these deficiencies could be extended almost indefinitely, but we, as Trustees, and the staff of the Library have borne with them for years because we understood that the new Library was to be built on the Great Russell Street site in the 1970's. Bad as conditions are for the staff in the British Museum, regrettable as has been the necessity to outhouse large blocks of material, unfortunate as the need has been to separate the NRLSI (and indeed, under present plans, the Department of Ethnography) from Bloomsbury, all these crosses have been borne on the understanding that the new Library would be across the street from the British Museum. The decision by the Government to withdraw the Great Russell Street site has thrown all plans for the future into confusion. We must therefore set out in relation to our proposals for future development (see paragraphs 118–126) our reasons why the building of the new Library on the Great Russell Street site is of paramount importance.

B. RELATIONS BETWEEN THE BRITISH MUSEUM AND NATIONAL LIBRARY SERVICES PROVIDED ELSEWHERE.

74 Such are the services which the British Museum Library performs for the public at large. How does the Library relate to library services elsewhere in the country?

Copyright Deposit

75 The British Musuem Library is the only library in which under the Copyright Act of 1911 publishers are compelled to deposit books published in this country. Other Copyright libraries–the Bodleian, Cambridge University Library, the National Libraries of Scotland and Wales and the Library of Trinity College, Dublin, obtain copies only on demand. But even if it has become customary for almost all books to be supplied to the other five libraries, the British Museum collections are the most complete, and copies of books deposited in the University copyright libraries are not, like those in the British Museum and the National Libraries of Scotland and Wales, necessarily freely available for consultation by the public.

The British National Bibliography

76 The British National Bibliography (B.N.B.) is a weekly list of new publications issued in the United Kingdom. From its inception in 1950 until 1967, the B.N.B. organisation was housed in premises belonging to the British Museum and adjoining its main building, the lists of new publications were entirely based on the material received in the British Museum's Copyright Office, and co-operation between the Bibliography and the Department of Printed Books was extremely close, to the advantage of both.

77 Here again the lack of the new library building has led, as it did years ago in the case of the Newspaper Library at Colindale or today in the case of the NRLSI, to a service which ought to be on the same site as the nation's central reference library being moved to another site. The B.N.B's activities grew; the British Museum could not give it more space; and it has now had to find new premises about half a mile from the Museum. Since publishers could not be required to deposit the Museum's books in another building, the B.N.B. decided to offer accommodation in its new premises to the agent who collects material for the other Copyright Libraries. The books deposited with him could then be used as the main basis for compiling the Bibliography, while the B.N.B. and the agent could be kept informed about the residue of publications received in the British Museum only. This arrangement has certain advantages for the Copyright Libraries outside London, which can now receive with the books catalogue entries prepared by the B.N.B.: but it complicates the production of the Bibliography itself and impairs the close connection between the B.N.B. and the Museum which both had found valuable. Difficulties have arisen solely because of shortage of space in the British Museum: the only satisfactory solution is to re-unite the British Museum Copyright Office and Cataloguing Division with the B.N.B. in a new library building, which will also provide space for collecting books for the other Copyright Libraries.

78 It has moreover long been clear that the cataloguing of the same material separately for the B.N.B. and the British Museum was an undesirable duplication of effort, rendered unavoidable, however, by substantial differences in cataloguing systems. The situation has been changed by two new factors–the appearance of a new code of *Anglo-American Cataloguing Rules* and the prospect of producing and distributing catalogue information in machine-readable form. These have brought nearer the adoption of a uniform cataloguing system by the B.N.B., the copyright libraries including the British Museum, and a wide range of other libraries. Such a system can best be operated in the building which also houses the national collection, because the new information must be related to earlier works and editions already included in it. For these reasons, and also because the material published by the British National Bibliography has become an essential element in the operation of the regional interlending bureaux, the B.N.B. must be regarded as part of the national library system. It is, however, controlled by an independent corporation, the Council of the British National Bibliography, Ltd., and is financially self-supporting. The British Museum is represented on the Council and on its Executive Committee.

The National Lending Services

79 The great and increasing need for loan services to supplement the resources of individual libraries is met partly by regional interlending bureaux or by limited systems of co-operation–for instance, among university libraries or among libraries of institutes and colleges of education. Two institutions operate in this field at the national level–the National Lending Library of Science & Technology and the National Central Library; and the British Museum Library has particularly close relations with the N.C.L., which is a clearing-house for loans as well as a library lending from its own stock. The British Museum's cooperation takes three forms–transfer of duplicates to increase the N.C.L.'s loan stock; making its own stock and its bibliographical resources accessible to N.C.L. staff; and providing photocopies of works of which copies available for loan cannot be found. In return, it uses the services of the N.C.L. to locate for its readers, and sometimes to borrow, books which it does not itself possess.

Co-operation with libraries outside the national system

80 Co-operation with other libraries by the British Museum has developed informally and should be made more systematic. There is an understanding that the Museum will not compete with the National Libraries of Scotland and Wales for rare items of special interest to them; and from time to time agreements are reached with large specialised libraries to avoid unnecessary expenditure in duplicating costly but relatively little-used publications. The British Museum also readily accepts from other libraries queries which can be better answered from its greater resources, and refers specialized queries to libraries and other organisations particularly well equipped to answer them.

81 Where published bibliographical information is concerned, the British Museum, in addition to the service it gives by making copyright deposit material available to the B.N.B. and by the publication of its own catalogues, has played a leading part in the creation of two important union lists: the *Short Title Catalogue* of English books down to 1640, which gives locations in the major libraries of the British Isles and North America, and which was continued down to 1700 by an American bibliographer, Donald Wing; and the *British Union Catalogue of Periodicals,* now kept regularly up to date by the N.C.L. The British Museum also contributes to several unpublished union catalogues–for example, the Union Catalogue of Slavonic material maintained at the N.C.L., and the Union Catalogue of Asian publications at the School of Oriental and African Studies.

PART IV–PROPOSALS FOR DEVELOPMENT.

A. THE NATIONAL REFERENCE LIBRARY.

THE UNITY OF THE LIBRARY

82 If it is accepted that there should be a National Reference Library in central London should it be unified or dismembered?

83 There are those who, while admitting the need for a central National Reference Library, believe that the contents of the Library should be dispersed. They argue this on grounds of economy and of the needs of users. Accordingly to them a little research would reveal which books and items were seldom used, and these should be stored in a depository in Northern England where land values are cheaper than in central London. The material could then form part of the national loan stock and would be available for loan on application. Further material, possibly State Papers or lesser used material in the humanities and social sciences, should continue to be outhoused in the outer London area. The remainder of the collection should be divided between the buildings of the National Reference Library and various specialist libraries in central London. After all, so the argument runs, would it not be more economical to have *one* library of Oriental and African material situated in the School of Oriental and African Studies near the Senate House of London University, and *another* library of social studies based on the British Library of Political and Economic Science at the London School of Economics? Perhaps the items which are closely related to the Collections of Antiquities in the British Museum could remain where they are at present in the Museum itself. Why not locate the collections wherever additional expertise in the subject exists so that just as the staff of the Collections of Antiquities in the British Museum help and supplement the work of their colleagues in the British Museum Library, the scholars in SOAS or LSE could buttress the work of the library staff in these new libraries? It is even claimed that there would be a financial advantage. There would be one policy for acquisition and all but the rare material would be available for loan. In this way the National Reference Library split up into component parts could fulfil the functions of both a loan and a reference library.

84 In the paragraphs in Part IV which follow the Trustees set out their reasons at length why they believe this to be a totally mistaken policy. The reasons, in brief, for thinking so are as follows.

85 **Distant Storage.** It would take a decade to establish what material at present in the British Museum Library was "little used", even with the help of a computer. There is at the moment little evidence on this point, and even this is a dubious value. In the experience of the B.M. Library staff there are numbers of fields of study which suddenly promote a demand for books which previously have not been much in use. Postdoctoral and postgraduate students, in particular, change the approach to subjects and make requests which could not have been foreseen. The delay in providing in the reading rooms of a National Reference Library in central London a book stored at, say, Boston Spa, the headquarters in Yorkshire of the National Lending Library for Science and Technology, would be at least a day. It might well be indefinite if the book were treated as belonging to loan stock and if it were out on loan. Material stored in outer London might be available to a reader in the reading rooms in central London within 2½–3 hours: but to organise such a service a fleet of vans would have to be bought, maintained and manned.

86 **Other libraries in central London.** The proposal to transform existing academic libraries into parts of the National Reference Library again neglects the different types of people who use libraries. Academic staff want to be able to borrow books and indeed keep them sometimes for a considerable time. The functions of a university library and those of a National Reference Library are complementary but different;[15] and to impose upon a university institution the policy which would have to govern a National Reference Library would lead to confusion and recrimination. But there is a more important objection. Where are these new libraries to be built? For built they would have to be. The library at the London School of Economics is crowded to bursting point and caters for the needs of undergraduates as well as mature scholars. If this library and the social sciences component of a National Reference Library were to be combined, a site would have to be found and bought; a new building planned within easy reach of L.S.E.; and inevitably the staff of the central Reference Library would be duplicated. The same would be true of the School of Oriental and African Studies. The University of London has few enough sites at its disposal and might justifiably feel aggrieved if what few there are were invaded by the National Reference Library. If so much difficulty was found in providing a site for the NRLSI, how much more would be encountered in finding sites in the Bloomsbury area? This proposal is really pie in the sky; and it proceeds from an obsession to make one copy of a book in one place serve all purposes while ignoring the fact that the most economical and efficient use of resources is achieved by recognising that there need to be multiple copies in different places for particular purposes.

87 *Reference and Loan Libraries.* Indeed the proposal is rooted in the mistaken belief that the reference and loan functions of the national libraries can be combined. If the stock of the National Reference Library is not only scattered but capable (with the exception of rare books and copyright material) of being out on loan, confidence in the library will slump. The confidence in the present British Museum Library has been built up by the knowledge of every reader that if he asks for a book in the catalogue (unless outhoused at Woolwich) it will be there. It will not be out on loan, or in a professor's house, or in Yorkshire. The National Reference Library is there to supplement the Loan Libraries not *vice versa*. It can do so, not by lending, for example, periodicals, but by supplying photocopies of material in the periodicals which is required. The British Museum Library already does so: the NRLSI even in its present plight supplies with great efficiency 160,000 photocopies a year. Here

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[15] See paragraph 63, and also paragraphs 103–108: "Why a comprehensive library?"

indeed is an example of a single stock of material doing double duty without the need to duplicate this material in another place.

88 It can scarcely be doubted that if a National Reference Library is to be formed, its nucleus must be the collections in the British Museum Library. What then, are the over-riding principles which must govern the setting up of such an institution?

Breadth of Coverage.

89 The Library must have sufficient funds to purchase the books and items that are needed to preserve and increase the present breadth of coverage: and that includes rare books and manuscripts which at present all too often leave the country. It must also co-ordinate its acquisitions with those of a number of other more specialized libraries, to ensure comprehensive coverage without unnecessary duplication. Among these are the National Libraries of Scotland and Wales, large libraries with special interests such as the British Library of Economic and Political Science, the libraries of the Victoria and Albert, Natural History and Science Museums, the School of Oriental and African Studies, the major city reference libraries and the lending libraries in such fields as law and medicine as well as industrial and scientific libraries. They should ideally also include the national collections of films and sound-recordings, and should be supplemented by a national collection of graphic illustrative material, including photographs, distinct from the art-historical collection of the Department of Prints and Drawings.

Its Duty to Conserve.

90 If a complete collection of documentary material, old as well as new, is to be assured, at least one copy of each document must be permanently conserved. The National Reference Library should be prepared to accept from other libraries for permanent preservation material which they have collected but cannot store indefinitely, so long as the material supplements the national collection.

Information about Books.

91 The National Reference Library must inevitably be the centre where information about books is compiled and disseminated. It must catalogue the library's own collections, publish bibliographical lists of the national literature, compile other kinds of bibliographies or provide facilities for compiling them, and set up an information service giving answers to specific enquiries. These services are discussed separately below.

(a) Cataloguing the collections.

92 The publication of detailed catalogues has been a major achievement of the British Museum Library and one of its greatest services to scholarship. But the enormous volume of book production in Britain and throughout the world makes it more and more difficult for cataloguers to keep pace with incoming material. A double attack on this problem is required: the sharing of cataloguing effort with other organisations (notably the B.N.B.), and a larger cataloguing staff within the library. If cataloguing of all current British publications were a joint activity of the N.R.L. and the B.N.B., and if the N.R.L. gathered material from other national bibliographies for the cataloguing of foreign literature, a national cataloguing service could be offered which would benefit libraries all over the country. In this way the maintenance of a larger cataloguing staff at the centre would be compensated for by large economies in the staffing of other libraries. If the cataloguing information so compiled were distributed in machine-readable form, it could be adapted to local requirements, wherever a computer was available, with the minimum of labour.

(b) The current National Bibliography.

93 An absolutely vital service required from the National Reference Library is the collection of all new publications issued in the United Kingdom and the production of a current national bibliography. The British National Bibliography's editorial department should be reunited with the Library (production and publication can take place elsewhere); and to achieve the maximum economy in space and effort, a single copyright receipt office for all the deposit libraries, the cataloguing division of the National Reference Library, and the editorial department of the national bibliography should all be accommodated together on one site.

(c) Retrospective bibliography.

94 The most extensive single retrospective record of English books is embodied in the British Museum's *General Catalogue,* but the record is not complete. It has to be supplemented by records of books in other libraries. Co-operative recording of English books in the major libraries of the British Isles and North America has been in progress since 1926, but has not been extended beyond the 17th century.[16] Now that a computer can be used to handle bibliographical records it is feasible to produce in the near future a combined list of early books down to 1800 in the British Museum and the major university libraries in Britain and America.

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[16] Paragraph 81

(d) **Bibliographical research.**

95 The British Museum has long been a leading world centre for bibliographical research, e.g. in the compilation of exhaustive lists of books in particular categories, whether defined by subject, author, period, place of origin, language or other characteristics; and in the study of the history of the book as an artefact and as a means of communication. Since the discipline of bibliography as a whole is concerned with books in general and requires the handling and comparison of books in their original forms, its progress would be hindered by any policy which divided the National Reference Library into geographically separated libraries or impaired its completeness either by lending or by removing some categories of books to a distant repository.

(e) **Bibliographical information service.**

96 The National Reference Library should also be in a position to furnish specific pieces of bibliographical information on demand. These may range from a detailed collation of an early printed book or the identification of a volume which has lost its titlepage to lists of recent books dealing with particular subjects or the date, publisher and price of a particular named work. The British Museum to-day freely gives information of this kind, but, as in so many other fields, its capacity to do so is severely limited by shortage of staff and space.

97 As we have said, the National Reference Library is part of a wider system. While much information can be derived only from its own collection of books, some can be discovered from published sources, and some requires reference to books in other collections or can be better supplied by a more specialised organisation. The central bibliographical information service should therefore do three things. It should answer itself those questions that it is best equipped to answer; refer elsewhere those which other libraries can deal with better from their special resources; and channel through smaller, more accessible libraries (such as the public reference libraries) those which are within their scope. It must stand at the centre of a network of reference libraries and information services, and must therefore be in possession of the fullest possible information about the specialised resources available in the country and have access to the union catalogues created in the first instance as part of the national interlending system, as these will show the location of particular books which it does not possess. These requirements call for close co-operation with such a body as Aslib, which collects and publishes information on specialized resources, and with the national lending system.

(f) **Automatic data processing.**

98 The Trustees of the British Museum recognise that automatic data processing will in future play a great part in the handling of bibliographical records, both within the National Reference Library and in its relations with other bodies. The whole bibliographical information system of the future, including union catalogues and interlending operations, should be based on a computer installation serving the national library organisation as a whole. These prospects are discussed in Appendix 4.

Reading and Research.

99 In what ways will readers want to use the resources of a National reference and Research Library? The most common reason is that the reader's need cannot conveniently be met by some other library to which he normally has access. This may be because he needs to carry an enquiry beyond the resources of his local library (e.g. a public or college library) or into a subject outside the scope of a special library serving his professional, business or academic interests. It may be because he does not know of or has no right of admission to another library appropriate to his need. Sometimes his need to consult a single document or a small number of documents may be met by a loan from the national loan collection or some other library, or perhaps by a photocopy from the National Reference Library: in that case he will not even need to visit the Library unless only by doing so can he identify the document he wants. Often a reader will visit the National Reference Library because he needs to have a considerable number of books before him at the same time or in quick succession and they are not all available *together* in another accessible library. In time to come an increasing proportion of readers will come to the Library either because published bibliographical information shows that this library rather than another contains the material they need, or because they have been advised to come by their local librarian.

100 Clearly, scholars engaged on advanced research particularly beenfit from the service of a National Reference Library. They require access either to considerable quantities of material available only in this collection or to material ranging over categories not elsewhere found together. The users of the library will, however, by no means be limited to those pursuing this kind of research. They will include librarians, information officers and private research-workers seeking varied information for their clients and employers, journalists, freelance writers with wide-ranging interests, and also business-men, administrators and others engaged in practical pursuits who find themselves in need of information not obtainable from the sources normally open to them. All these classes of users must be taken into account. *To serve them all, the Library should be open to readers in the evening as well as the day, and if possible on seven days a week.*

101 All the evidence in recent years at the British Museum shows that the demand upon the services of a National Reference Library will grow. Industry, commerce and administration depend upon exact information and increasingly demand it. More people receive higher education. Not only do they swell the numbers using Library services; they have been educated at institutions which also make demands. The rapid rise in the number of universities and colleges whose recent origin has prevented them from building up adequate libraries of their own adds to the numbers of scholars from the older universities who have always used the British Museum Library a great deal. Plans to expand the national library services must be an integral part of the nation's plans for expanding educational facilities.

The Need for specialised services

102 The needs of all classes of users of the national reference service can be most efficiently and economically met by a single comprehensive library. But its services must be adapted to the requirements of specialists. This can be done by providing, within the comprehensive library, a series of specialised reference services, with their own reading rooms. Each of these will give direct access to specialist literature, and all will be backed up by the central book-stock and by a staff whose special knowledge in many fields can be made available at any point. This policy is embodied in the existing plans for the new British Museum Library building (see Appendix 6). Indeed, the Map Room, Music Room and State Paper Room are long-standing examples of the application of this principle, as is the Department of Oriental Printed Books and Manuscripts. It is the principle which inspires the ideal of the N.R.L.S.I. Plans have recently been made for developing special reference facilities in the social sciences within the present British Museum building, but as usual they are held up by the lack of the relatively small additional resources needed in staff and money. A National Reference Library would want to create other special divisions–e.g. for English literature, for foreign languages and literatures, for history, for children's books; and if the national library undertakes responsibility for films and sound-recordings (see 89) these will also need separate facilities for their use.

The Need for General Services to the Public

102a The services which a National Reference Library renders to the public are not, we repeat, confined to scholars. The more highly educated the population becomes, the more their curiosity and desire for knowledge and information will grow. The National Reference Library will have to cater for all sorts of enquiries about books: where to find them and how to use them. The Trustees have always believed that this was one of the prime services which the British Museum could provide. The "public" is not an undifferentiated mass as government departments tend to regard it. It is a series of individuals, each intent upon his or her private needs, and these are the people whom the Trustees particularly want to help. The information service of the National Reference Library should be the best of all public relations officers.

WHY A COMPREHENSIVE LIBRARY

103 Throughout this analysis we have urged that the National Reference Library must be comprehensive and must gather together a multitude of services all, if possible, on the same site. The Trustees urge this policy because they believe that in libraries, as in other organisations, the benefits of flexibility and of the economical use of resources can be best obtained by working in larger units; and there are particular reasons why it would be reckless to split up the Library and its services.

104 Those who use libraries work in a multitude of subjects and apparently unrelated disciplines. There is no evidence that their interests can be better served at the national level by a number of separate libraries than by a single comprehensive collection. Experience shows that the reverse is true. Specialised needs of research workers in science and technology, in the social sciences and the humanities, must of course be catered for, and these primary needs are also met by numerous special libraries in which limited subjects are exploited intensively from a more limited stock. But there is an overriding need for a unified national library which can supplement these resources with a full range of supporting material, often drawn from quite different and unconnected fields of study. For the social scientist, for instance, all literature represents potential raw material–the ephemeral and trivial is just as likely to provide him with data as the most profound. His needs can therefore only be fully met by an all-embracing national library.

105 In practice it has been found almost impossible to determine the boundaries between any two subjects. A case in point is the exclusion of clinical medicine from the terms of reference of the National Lending Library for Science and Technology. It was all too soon discovered that any such borderline was unrealistic and that the literature did not fall neatly into one category or another. The same discovery was made by the National Lending Library in its quest for complete coverage of scientific periodicals: social science literature had also to be taken in, because it contained valid contributions to the natural sciences; so the trend towards comprehensive coverage can be seen operating in the case of the N.L.L. also. And this is right; it will, among other benefits, make for greater total efficiency of the lending collection. Many other subjects of study spill over into related fields, making nonsense of any attempted system of demarcation. Architecture, for instance, divided between aesthetics and technology; anthropology into its physical and its social aspects; transport between the social

sciences and technology; industry between commerce and technology; photography between art and optics; philosophy between mathematics and speculative thought. Moreover new subjects are emerging all the time. "Inter-disciplinary" studies break new ground between established fields. "Area studies" view the lands and peoples of different parts of the world in all their aspects: social, political, economic, religious and cultural. Who would have thought a century ago that the world of science would have so encroached on psychology, heredity, child care, meteorology, mineral prospecting, and many other areas in which scientific method can now be rigorously applied?

106 All these are reasons why the Trustees do not agree with those who propose that the National Reference Library of Science and Invention should be removed from the control of the British Museum and placed in South Kensington in the Science Museum and next to Imperial College. The library in the Science Museum is today mainly a departmental library: that of Imperial College is designed to serve university needs alone. So far from the N.R.L.S.I. being hampered in its development by being integrated with the national reference library, it would be the loser if it lacked all the ancillary services which that library could provide.

107 It also goes without saying that bibliographical work, which is largely concerned with aspects of books that are independent of subject matter—date, printer, place of printing, type-faces, materials used, processes of production and distribution—must gain enormously in a comprehensive library. The library staff will be gravely hampered in its work of cataloguing and organising the collections if bibliographical facilities are not centralised.

108 It is of course cheaper and more efficient to run one library than many. Common services such as photography, publications, computer facilities, educational and office services can be shared. Library operations like acquisitions, cataloguing and binding can be brought under unified control. Staffing and recruiting arrangements, library equipment and supplies, amenities for staff and public, and financial control can all be centralized. With a single comprehensive library, all these economies are possible. Moreover, the total site area, the amount of accommodation and the numbers of staff required will all be reduced. Scarce and valuable skills—for instance in languages and in specialised technical knowledge—can be concentrated and used to the best advantage in a comprehensive library. If, on the other hand, the national reference collection is distributed in a multiplicity of libraries there will be wasteful fragmentation of resources. As we have seen, subjects cannot be divided up without overlapping. To split a comprehensive collection will lead to uncertainty in the minds of readers, much unnecessary travelling in search of "fringe" material or a constant traffic of books from one library to another, and wasteful duplication by libraries in an attempt to overcome these difficulties. Above all, fragmentation of the library destroys the reader's confidence that he will find all that he wants ready to hand under one roof.

The Problem of Storage Space

109 It has also been suggested that masses of books and items which are not often used should be stored in a repository outside London where the land cost is lower. This suggestion appears attractive on economic grounds, but the Trustees are firmly convinced that it is both undesirable and, at the present juncture, unnecessary. The plans prepared for the proposed building on the Great Russell Street site show that, if space above ground is provided on the scale likely to be needed for staff, readers and open access reference collections, a large and deep space for storage can at the same time be created below ground level. If the new library is built on this plan *there will be room to house the whole of the collection for a very long time to come.*[17] During the time which will elapse before the storage space is full, a proportion of the collection is likely to be converted to microcopy form: and this can prolong the useful life of the building almost indefinitely. If ultimately it becomes necessary to store at a distance material that may be asked for by readers, there will have been ample opportunity in the meanwhile to discover by more sophisticated methods than are now available, such as computer processing of issue records, which items can with least damage be removed.

110 The arguments against out-housing any part of the collection are very strong. One of the special features of the national reference library is that it keeps on its shelves many thousands of items that are not preserved—perhaps not even acquired—by any other library: the need to consult these is one of the normal reasons for visiting the library. Indeed its chief *raison d'etre* is that it makes available what cannot be found elsewhere. It is not at present practicable to pick out from a vast collection particular items which have not been called for, and, even if it were, the future demand for such items cannot be predicted: it depends on the turn taken by some line of research. When a researcher needs to refer to a particular document at a certain stage in his work, or to make a rapid but exhaustive survey of some category of literature, his time is wasted if the wanted items cannot be produced quickly. The library staff too need to be able to have access quickly to any given part of the library. So often when searching for information for the public or when cataloguing, a volume in hand has to be compared with one already in the collection. The recent bitter experience of out-housing part of the British Museum collections has shown only too clearly to staff and readers alike the inconveniences of remote storage. It is true that newspapers have long been kept at Colindale, and are read there in a special reading-room: this causes inconvenience and loss of time to researchers. Ideally this too should be on the central site, but in view of the capital investment in the Colindale land and buildings the Trustees do not regard it as practical to urge that the separation of the Newspaper Library from the Library itself should be brought to an end. What alarms them, however, is that their unwilling assent to out-housing other parts of the collection under financial pressure will be interpreted as acceptance of what would be a new and disastrous policy.

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[17] See Appendix 6

111 Would it indeed be really cheaper in the long run to outhouse large parts of the library? To do so would create countervailing costs. Transport would be needed to move material to and from the repository; additional staff, both for handling books and for security (as well as accommodation and amenities for this staff) would have to be provided; space and facilities (including more staff) for the service of readers who wish to consult the material on the spot would have to be provided. Cost-benefit analysis would also have to take into account the longer waiting time in the library for staff and readers or the alternative of a visit to the repository, and set it off, with the other costs that have been mentioned, against the single saving in the cost of the central site.

112 It is in fact practicable to house in the new library which was planned to rise on the Great Russell Street site all the essential divisions and services of the library referred to above. At the time when the Trustees first stated their requirements to Sir Leslie Martin and Mr. Colin St. John Wilson they did not include among them space for the National Reference Library of Science and Invention because a site had been designated by the Government. Now that that site has failed to materialise, they have asked their architects to re-examine the site. On the original plan one-third of the area had been free for housing and shops, but if it were permitted to place higher buildings at the extremities of the site, and if the Department of Prints and Drawings were not transferred to it and the Newspaper Library were left as planned at Colindale the same number of accommodation units could be placed on it as before. In short it would be possible to place a building for the National Reference Library of Science and Invention on the site, with separate access, *and with the prospect that it would be constructed before anything else.* Moreover, while the original plan had budgeted for the figure of one million books as the current stock at any particular time of the National Reference Library of Science and Invention, the non-current material being returned to the main Library building, now, if more space were provided below ground, these books could be kept within the National Reference Library of Science and Invention itself.[18]

THE NATIONAL REFERENCE AND RESEARCH LIBRARY AND THE LOAN ORGANISATION

113 People sometimes ask why the British Museum Library does not lend books. The Trustees have always answered, and still do, that the nation's reference and research library would lose half its value if a proportion of its books were liable to be away on loan. Lending, even on a small scale, would destroy the guarantee, which is one of the main attractions of the Library for those who travel great distances to use it, that any book known to be in its stock will always be available. Most of the arguments against dividing the library and against remote storage of parts of its collection can also be urged as arguments against lending. This by no means implies, however, that the Reference Library could not give massive support to the loan service. The search for copies which can be lent, when these are not held in the national loan collection, involves costly delays. Postal charges involved in loans are often no less than the cost of making and transmitting a photocopy. The National Reference Library could therefore supply, as a normal service, photocopies of small items such as periodical articles and short reports, relieving the loan organisation of the need to collect any but the more heavily demanded items in these categories. Where a larger volume was wanted and could not be found anywhere but in the national reference collection, a photographic copy could be supplied to the loan organisation, to become a permanent part of its stock. In both cases, a single copy would be doing double duty, serving both the reader in the library and the distant user.

114 Two conditions have to be fulfilled if this type of service is to be regularly adopted. First, the financing of the national library organisation must recognise that costs incurred in supplying material in photocopy are as legitimate as the costs, sometimes heavy, now incurred by libraries in the processes of postal and inter-library lending. Second, there should be some relaxation of the present restrictions on the copying of works protected by copyright. Already single copies of periodical articles can be made for purposes of study and research without infringement of copyright, and the Publishers' Association and the Society of Authors have publicly agreed to the application of the same rules to limited extracts from books. One further step needs to be taken. It should be permissible, on similar conditions, for the National Reference Library to make a copy of the whole of any work which is out of print. The recipient could in many cases be the national loan collection, not a private person; and it would not be difficult to arrange for a reproduction fee to be paid, if desired, to the owner of the copyright.

115 It requires neither imagination nor foresight, but only common sense, to see that with the growth of higher education more and more demands are going to be made on lending libraries. As their facilities improve, the demand will grow. And the more libraries are used, the more paramount is the role of the "library of last resort" i.e. the National Reference Library. The Trustees have an overriding duty to the public to see that they have access to the books and documents in the British Museum Library. But they also have another duty—to the public as yet unborn, who in generations to come will make use of the Library as their ancestors did. They can reconcile these two duties only by putting the preservation of the collections before the plea to turn the Library into a loan library. Nor is there the need to do so: for a national system of loan libraries already exists.

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18 See Appendix 6

B. THE LOAN ORGANISATION

116 The National Central Library and the National Lending Library of Science & Technology are the twin pillars of the national system for lending books. Books are lent from central collections to other libraries and arrangements are made between different libraries to lend books which the central collections cannot supply. The N.L.L.S.T. was built up rapidly with generous government support and has confined itself to a limited range of subjects and, for the most part, to recent publications in serial form. It has operated entirely by the method of loan from a central collection, and has been able to provide a highly efficient service. It has demonstrated that direct loan is not only faster, but also, once the stock has been provided, more economical than co-operative interlending. The N.C.L., on the other hand, though originally conceived as a library lending from its own stock, has relatively speaking, been starved of funds to build up its collection. Covering by contrast the whole field of knowledge, with the emphasis on the humanities and social sciences and on older material which libraries cannot now easily acquire for themselves, it has developed as the national centre for inter-library lending (in association with regional centres) and for borrowing from and lending to libraries in other countries–activities in which the N.L.L.S.T. has not been involved.

117 The Trustees of the British Museum believe that the two national lending libraries should be regarded as a single loan organisation, in which the two functions of direct lending and arranging inter-library loans would be closely co-ordinated. The central stocks, particularly of foreign books and of such older material as is still obtainable, should be greatly enlarged with the object of satisfying as many requests as possible by direct loan. The National Reference Library should be prepared to supply photocopies from its collection as a normal extension of the system for lending books. These measures will not, however, make inter-library lending unnecessary. Books needed on loan will continue to be scattered among many libraries. Inter-lending machinery must therefore still be maintained, and information about locations must still be made available in union catalogues. If the use of photocopying as an auxiliary service is to be extended, the present union catalogue of the N.C.L. needs to be enlarged to cover non-lending collections. This union catalogue will also be an essential element in the machinery for bibliographical information, centred in the National Reference Library. The inter-lending centre, with its union catalogue apparatus, should therefore be near the National Reference Library. The loan collections, whether united in one locality or not, could probably be housed at a distance on less expensive land.

C. WHERE THE NATIONAL LIBRARY SHOULD BE

118 It has long been clear that the British Museum Library cannot play its proper part as a national library while it is confined to the present British Museum building. The Trustees therefore decided as long ago as 1950 to plan for a new building to house the library departments, leaving the space they now occupy for the necessary expansion of the rest of the Museum. They secured the designation for this purpose in the London Development Plan of 1952 of a site in Great Russell Street, adjacent to the Museum. Their estimates of the accommodation that ought to be provided and the provisional plan drawn up by their architects are described in Appendix 6.

119 If the British Museum Library is to become the national reference and research library in the full sense proposed in this memorandum, the question of its location is one of cardinal importance. The national library, situated next door to the national museum and to London University with its numerous specialised schools and institutes, is as much a metropolitan focus of culture as are Whitehall and the City in the spheres of government and commerce. A distinguished foreign scholar, with the present situation in mind, has in fact described the Bloomsbury assemblage as *une Cité de L'esprit,* comparable with the *Cité des affaires* around the Bank of England and the Stock Exchange. The description is apt. No such centre of learning exists in the same measure in any foreign capital; and the way in which the collections of antiquities in the British Museum are associated with those in its Library is the envy of the learned world. This association derives from the historical circumstances in which the Museum was established in 1753, largely through the far-sighted intelligence of one man, Sir Hans Sloane, "for the improvement, knowledge and information of all persons", without limitation of nationality or subject-matter. From the outset it included manuscripts, printed books, antiquities, natural history, and materials which would nowadays be classified under ethnography.

120 It may be asked whether so close an integration of diverse branches of learning remains as valid and as feasible two centuries later as it was in the time of Hans Sloane. In considering this question it is not enough to cite the wide approbation of the learned world, though that is not a negligible factor. Leaving the matter of administrative direction for the moment on one side (see paragraph 130), the Trustees fully appreciate the need for the separate and highly specialised direction of the Library on the one hand and of the Museum on the other. For more than a generation the undesirability in principle of the unified directorship of libraries and museums has been a commonplace of the professional museum world, and only the close interlocking of the Museum and Library collections in a single archaic building has prevented the British Museum from moving with the times. Nor in the past have the Trustees feared to discard certain collections from the main body of the Museum in order to permit other parts of the collections to expand. This occurred as long ago as 1883 by the removal of the easily definable Natural History collections to South Kensington. Later, between the Wars, the Trustees entertained for a time the possibility of separating the Ethnographical Department also from the rest of the Museum; a possibility which is now (1968) in prospect of achievement. In this case, however, the removal is regarded only as a temporary device for relieving congestion until the library question is resolved. The whole problem of division and "out-housing" has been constantly and anxiously under review by the Trustees for a great many years.

121 It is not doctrinaire prejudice that makes the Trustees urge so passionately the principle of keeping the Library and the Antiquities collections together on an enlarged Bloomsbury site. The traditional humanistic disciplines are for ever moving closer together, and they in turn are moving closer to many of the sciences. Social studies, history and archaeology are now indeed less disciplines in the older categorical sense than *amalgams* of such disciplines, often with a markedly scientific bias. To preserve the propinquity and collaboration of Library and Museum is increasingly essential alike to their users and their administrators.

122 Let us give some examples of the way in which Library and Antiquities relate. Some of them are obvious. The link between epigraphy, palaeography and numismatics on the one hand and historical and social studies on the other are everywhere acknowledged. In particular, the Departments of Coins and Medals, of Greek and Roman Antiquities, of Egyptian Antiquities, and of Oriental Antiquities cannot operate without constant interchange with large sections of the Library, and the latter are scarcely less indebted to the former. To move them apart would be to weaken their individual and combined utility as instruments of reference and research. Indeed to separate them even theroetically with any measure of consistency is a sufficiently baffling problem. For example, separate Persian miniature paintings and Indian paintings on paper, Japanese colour prints, both in single sheet and in album form, Chinese albums of paintings and calligraphy, all come quite naturally within the scope of the Department of Oriental Antiquities. But Persian and Indian miniatures as illustrations in manuscripts, Chinese wood-cut books with texts, and illustrated manuscripts in general are all, equally naturally, within the province of the Library department concerned. Again, the papyri of ancient Egypt are in fact divided between no less than three Departments, and there is no single system of classification which can resolve this complex. Thus documents mainly in Greek are in the Western manuscripts although they may include important texts in Demotic. The Coptic papyri and other manuscripts are in Oriental Printed Books, but the only Museum expert in Coptic is in the Egyptian Antiquities Department. To complicate the matter still further, these manuscripts often include Arabic texts on the same sheet. Yet another instance from further afield—books written on leaves of bark in the Batak language of Sumatra are equally at home in the broadening Department of Ethnography and in the Library.

123 The whole question of language is closely wrapped up in questions of Departmental interchange. It is not restricted to the interpretation of ancient records. In the modern world, where scholarly publications on archaeological, historical and art subjects are beginning to appear in every European language and in the principal languages of Asia, expert staff in one Department who know a particular language have to come to the help of their colleagues in another. The full range of languages can be covered only by the large staffs of the Library Departments. At the same time, the staffs of the Library Departments rely on the help of their colleagues of the Antiquities Departments in such matters as the comparative study of illumination with work in other media; whilst in return a Department such as that of British and Medieval Antiquities refers constantly to the evidence of decorated manuscripts as well as of illustrations in printed books and cognate material in the Department of Prints and Drawings. Nor is this mutual aid restricted to the Museum and Library staffs. Enquiries from the public, whether in person or by letter, frequently relate to more than one Department, often including both Museum and Library. If the two were not adjacent, the whole process would be immeasurably complicated and delayed.

124 Perhaps the most difficult field of overlap lies in the Department of Prints and Drawings, which spreads inextricably into the Department of Manuscripts and indeed into that of Printed Books, and is at the same time a vital part of what may be termed the *exhibiting* as distinct from the storage and consultation function of the Museum. A cartoon by Michaelangelo is as much an art-historical exhibit as is a slab of the Parthenon frieze. Many prints and drawings, like books and like many antiquities, must of necessity be filed away in accessible storerooms; but that does not affect the true validity of the principle that prints and drawings are, like antiquities, *visual* possessions in a fuller measure than books or even manuscripts can be. No traceable boundary exists between them and either printed books or manuscripts; but they remain one of the great art-collections of the world, and must combine arrangements for storage, similar to those of a library, with the maximum facilities for exhibition appropriate to a museum.

125 In one way and another the day-to-day interdependence of the various Antiquities Departments and the Library lies at the core of the efficiency and status of the British Museum. These Departments have always been a focus of enquiry—both learned and less learned—throughout the world. The knowledge and judgment of their staffs have long been respected as authoritative in matters of identification or scholarship, and even the modern proliferation of universities has not diminished this tradition. The British Museum has rightly been the recognised servant of the public in a different sense from other academic institutions; and this reputation has been built up, not merely nor primarily from the extent of the Museum collections, but rather from the unrivalled range of library-material immediately available for reference and study.

126 If the Library Departments were to be removed from the immediate vicinity of the remainder of the Museum, it would be quite impossible to provide Departmental substitutes for the main Library's resources in history, topography and maps, bibliographies and dictionaries, scientific subjects and periodicals. Were it no longer possible to consult readily in the reading rooms or at the shelves, or to order books and periodicals from the Library to the Antiquities Departments, the work of the staffs of the latter would be crippled. The individual Departmental libraries at the present time each contain an average of 5,000 volumes; but these comprise only the reference-books, periodicals, catalogues and reports required for the basic routine of everyday work. They can be regarded as adequate only on the assumed proximity of the resources of the main Library Departments. It has been calculated that if these were only a quarter of an hour from the Museum the continuance of the present use would involve the loss of a working week in each year for every member of the graduate staff. To provide an adequate library for the Museum would be almost impossible: much of the material needed would be

unobtainable or very expensive: at the very least several millions of pounds would have to be spent, and the result would be a poor and inadequate substitute for the resources now available.

127 There are still further arguments for keeping the Library and the Museum together. Both, on or adjacent to the present Bloomsbury site, are centrally situated for communications but are at the same time slightly removed from the busiest thoroughfares. Scholars based on universities throughout the provinces have frequently testified to the advantages of having the great national collections so placed that they are reasonably accessible to all of them in an area which has come to be recognised as the capital's academic quarter. Upwards of a third of the Great Russell Street site is already in Government possession. And there is yet another reason for implementing the long-accepted scheme: the mitigation of the immensely complicated task of removal and reorganisation when the time for this process arrives. The difficulties inherent in the transfer of a huge and involved collection of books, manuscripts and other collections to a new environment of a modern kind cannot merely be written off as a short-term problem. The change-over may well occupy several years, and future long-term efficiency must depend upon the initial efficiency of the whole operation. The reduction of the transit to the width of a single street will be itself an incomparable assurance of the maximum speed and satisfactory completion of an almost unimaginably complicated operation.

128 On all grounds, academic and functional, the Trustees once more register their considered judgment that the only sensible solution of the problem lies in the speedy occupation and development of the Great Russell Street site as the natural enlargement of the most compact international centre of cultural research and display in the world.

D. CO-ORDINATION AND CONTROL

129 As far as the British Museum is concerned two questions of organisation arise. The first is limited to the control and administration of the Library when it is rehoused. The Trustees consider that its director and staff should then form a separate unit from the rest of the Museum. But since the relations between the other collections and the Library are very close and should remain so, for reasons adduced elsewhere in this evidence, arrangements would have to be made for their continuance and development. This should not prove difficult if the sites are adjacent.

130 The second question of organisation covers the relations between the National Reference Library and the other components of the national library system and other libraries outside this system. Before planning the organisation to handle these relations it is necessary to know what they are. But the Trustees foresee that some form of National Library Council will be required endowed with fairly wide powers of co-ordination. They will be ready to discuss the formation of this Council and other relevant matters as soon as the basic decisions have been taken on the site and functions of the National Reference Library.

PART V

RECOMMENDATIONS

131 (1) A national library system should be organised with the aim of providing ready and effective access, by reference, by loan, and by other means offered by modern technology, to the fullest possible range of books, journals and documentary material. (Paragraphs 20, 21.)

(2) At the centre of this system there should be a National Reference and Research Library. This library should be formed out of the British Museum Library and would incorporate the present Departments of Printed Books, of Manuscripts, and of Oriental Printed Books and Manuscripts with considerably enlarged resources in staff, building and finance. Existing national organisations for lending and for the organisation of inter-library loans should be co-ordinated and developed as a separate branch of the system. (Paragraphs 28, 88, 116, 117.)

(3) The functions of the National Reference and Research Library should include:-

(a) The collection and permanent conservation of at least one copy of every publication printed or published in the United Kingdom. (Paragraphs 21, 22, 75.)

(b) The creation and permanent preservation of the most comprehensive attainable collection of other documentary material, both printed and manuscript, of research or information value, taking into account the contribution which can be made by important special collections known to exist, and to be accessible when needed, in other libraries. (Paragraphs 21, 22, 89.)

(c) The retention of all this material on its own premises at all times: the depletion of the collection by loans would destroy much of its value as a centre research and conflict with its responsibility for preservation. (Paragraphs 20, 32, 87, 95, 113.)

(d) The provision of facilities for reference and research both for the general public and for scholars, without subject limitation but organised with a view to the needs of workers and enquirers both in established disciplines and in new, unorthodox or interdisciplinary fields: for these purposes the whole of the collections should be kept and made available on a single site. (Paragraphs 21, 82–86, 99–112.)

(e) The organisation of a National Bibliographical Information Service: this should be based both on the Library's comprehensive collection of books and on co-operation with a network of regional, local and specialized libraries through which enquiries would be collected and appropriately distributed; besides dealing with specific enquiries the service would be responsible for publishing catalogues of the national collections and other important bibliographical compilations. (Paragraphs 91–98.)

(f) The provision as part of the national service, either direct to users or through the lending organisation, of photocopies of works required for use in other places but not obtainable on loan. (Paragraphs 26, 87, 113, 114 and Appendix 6.)

(4) The National Reference and Research Library should have financial resources sufficient to enable it not only to provide the necessary coverage of current publications but also to secure for preservation in its collections rare items of national importance which might otherwise leave the country. (Paragraphs 59, 63, 89 and Appendix 3.)

(5) The National Reference and Research Library should be in Central London. (Paragraphs 119, 127.)

(6) The National Reference Library for Science and Invention should form part of the National Reference and Research Library and should be organised in separate premises on the same site as an open-access library of currently valid scientific and technical material. In any building programme this part of the library should have priority. (Paragraphs 102–108 and Appendix 3B.)

(7) To ensure the effectiveness of the National Bibliographical Information Service, the offices of the British National Bibliography, the office for the deposit of books under the Copyright Act, 1911, for all the libraries enjoying this privilege, and a National Union Catalogue created by completing the Union Catalogue now held by the National Central Library should be accommodated in or immediately adjoining the buildings of the National Reference and Research Library. (Paragraphs 77, 78, 91, 93.)

(8) The National Reference and Research Library and the other collections of the British Museum should be kept together on adjacent sites. To separate them would involve unnecessary costs, would damage the culture and the prestige of the nation and would be a grave disservice to scholarship throughout the world. (Paragraphs 119–128.)

(9) The Great Russell Street site affords a unique opportunity to house the National Reference and Research Library in a suitable locality and next to the other collections of the British Museum. If a building on this site is planned in relation to the expected growth of use and of staff providing services, and with the maximum of storage space below ground level, any question of remote storage of parts of the library need not arise for many years. (Paragraphs 118, 127, 128 and Appendix 6.)

(10) Government Departments, the Local Authorities and the Trustees of the Museum should meet to determine the most economical and worthy use of the Great Russell Street site. Their planning should provide for the whole of the British Museum Library, including N.R.L.S.I., to be brought on to the site together with some mixed development in the form of housing and shops. The space allotted to the National Reference Library above ground should be sufficient to carry out the functions listed in recommendation 3 above for at least forty years. (Appendix 6.)

(11) The National Reference and Research Library should have its own director. (Paragraph 129.)

(12) The constitution of the governing body of the National Reference and Research Library should take account of the fact that the collections of the British Museum are held in trust for the world at large. A decision on the means of co-ordinating activity of this Library with that of the other elements of the national library system should await clarification of their respective functions and interrelations. (Paragraphs 14, 15, 130.)

Further Reasons why the Library and the Collections should be kept together

1 There is no dispute that the British Museum Library has to be moved to a new building where it will become the central element in a National Reference Library. If no site adjacent to the present building were available the Trustees would with great regret consider alternative sites. But if a site adjacent to the building does exist then it is necessary to calculate the bonus to be obtained by keeping the Library alongside the collections rather than moving it any distance.

2 Similarly there is no dispute that the scientific and technological section of the National Reference Library should be treated as of first priority in the matter of building, and should be allocated sufficient funds to maintain a collection which in the nature of things becomes obsolete faster than material relating to most non-scientific subjects, If there were no site large enough to accommodate the whole of a National Reference Library, including the scientific and technological material, then the Trustees would consider a separate building essential for the N.R.L.S.I. But if a site is available, on which all the reference collections can be accommodated, then it becomes a question of calculating the bonus to be obtained by keeping the whole Reference Library together.

3 There are therefore two sets of calculations to be made. The reasons why the Trustees believe it would be uneconomical as well as injurious to study and scholarship to perpetuate the geographical separation of the current scientific collections from the rest of the Library are set out in paragraphs 103-108 of their main memorandum of evidence. They would emphasize here that to make adequate provision separately for the humanities, for the social sciences and for the natural sciences and technology would involve much wasteful duplication of stocks. Where the unity of the Library and the Museum is concerned it cannot have been out of mere sentiment that so many scholars, writers, artists, and collectors who use the Museum's departments of Antiquities expressed so strongly their dismay at the possibility of the Library being removed to a distance. The reason was clear enough: they knew the extent to which the help which the staff of the museum afforded them in their studies depended on the width of reference and the depth of their knowledge of the subject which the Keepers and their staff possess; and they knew that this knowledge would not be attainable unless the Museum staff was supported by the finest library in the world.

Relationship of the Antiquities Departments with the Library Departments of the Museum.

4 Appendix 7 of the Evidence submitted by the Trustees to the Committee sets out the basic case for the unity of the two sides of the Museum. It shows how the whole ethos of the Museum and the service which it gives to the public are shaped and conditioned by the unity in function and location of all the departments, Library and Antiquities alike.

5 Some examples are given of joint projects which would not otherwise have taken place, and of some benefactions which might otherwise not have been received. These benefits can be much further developed in the future with increased space and improved facilities such as the special exhibitions gallery to which the Trustees look forward.

6 It is said that the two sample surveys of Readers in the Reading Rooms of the Museum do not very strongly support the value of the proximity of the Library and Departments of Antiquities. Comments are made in an appendix below on the statistical significance of these surveys. Here it may be pointed out that whatever may be learned from them about the habits and interests of Readers this will not touch the essence of the matter. A full range of almost all classes of material in the collections of the Departments of Antiquities is displayed in the galleries, in such a way as to satisfy the demands of a large majority even of specialists. But these collections are there for the enjoyment, aesthetic and intellectual, of a much wider section of the public, among whom the Readers are included. They pass from the Reading Rooms into the galleries to find stimulus and relaxation as well as to pursue a particular point of interest. The advantage of keeping the Library and Antiquities Departments together is so that the Museum may remain, and continue to develop, as a great centre of research in all departments of human knowledge, and where is to be found a significant choice of the material evidence for man's history for study from every point of view and on every level.

7 The Trustees feel they will be gravely at fault if they are unable to convince the Committee of the disastrous effect on the Museum as a whole if the Library were moved to a distance. But they also invite the Committee to consider not only what would happen if the severance were made in present conditions, but what the Museum should, as a matter of fundamental policy, try to achieve in the future.

8 Up to now the Museum has not had the physical space, nor indeed a staff organisation, which enabled the inter-connection of the various departments to be fully exploited. For example, unlike the Tate or the Victoria and Albert, the Museum has had no large gallery where exhibitions on special themes could be mounted by drawing on all departments and borrowing from outside sources. The Committee may be familiar with the pioneer work of the late director of the Bibliothèque Nationale in Paris, who put on fascinating exhibitions of manuscripts, objects, and books, to illustrate the work and times of a particular author, or school of writers or artists. The Museum has not yet been able to do this to any significant extent.

9 But the Trustees feel that in a period when the specialization of knowledge has gone so far, and in many subjects must go further still, it is of growing importance to support and expand those institutions which are able to present man's achievements in the round. How has the past become the present? What have been the activities which demonstrate the unity of mankind? What can we learn for our own future from a study of the past and the current thinking of others? If these questions are worth answering then the Museum's collections and Library, kept together, offer unique material for providing the public, old and young, scholars and spectators, with insights into the nature of the human experience.

10 The Trustees are ready to try to serve the public in this way. Their plans are maturing: they will need much more space and money, and they intend to appeal to the Government and to private benefactors for the resources required. It would seem an extraordinary pity to sever the Library from the collections precisely at the moment when the possibilities of using the whole Museum to represent the integrating forces in men, which are needed to counteract the splinters of specialization, are about to be realized as never before.

APPENDIX

Statistical Evidence

1 Some information can be derived from the recent statistical surveys at Bloomsbury and Holborn about interchange between the library and Museum departments and about uses crossing the boundary between Bloomsbury and N.R.L.S.I. But this information is necessarily limited by the fact that these are minority uses. In a sample of some two per cent of the annual use of the Library, such minority uses, though they may be of considerable importance, tend to be represented by figures too small to be statistically significant. Some indications can, however, be drawn from the surveys and from figures available from other sources.

2 Of 4,528 readers' visits covered by the April and August surveys at Bloomsbury, 338, or 7½%, were intended to be combined with visits on the same day to a department other than Printed Books, Manuscripts or Oriental Printed Books and Manuscripts, and in 207 cases, or 4½%, these visits were regarded as essential. These figures represent between 25 and 40 such combined visits every day – not a negligible number. They would constitute a much higher proportion – as much as thirty or forty per cent – of the number of visitors to the students' rooms of the non-library departments.

3 It is true that the surveys provide little evidence of the extent of use of the Library by the Museum staff. It is likely that, in spite of efforts to include them, a number in fact escaped the net – probably because they entered the Library by routes not serviced by the distribution of questionnaires. This supposition is strengthened by the wide discrepancy between the proportion of B.M. staff recorded in the April survery (0.7%) and in the August survey (2.1%). In any case, use by Museum staff follows an entirely different pattern from use by the public: it consists mainly of borrowing books for use in the Departmental work-rooms and of visits to the stacks for direct consultation at the shelves. Some indication of the extent of use can be obtained from the records of the Department of Printed Books, which show 917 volumes in use in non-Library departments on 17th October, 1968. (In this and the preceding paragraph Prints and Drawings is treated as a non-library department.)

4 Evidence of overlap in use between the scientific and non-scientific library collections is provided by the 10% of Bloomsbury readers who showed an interest in scientific and technical subjects and the 7% of N.R.L.S.I. (Holborn) readers who were seeking (among other things) literature outside the fields of science and technology. Information can also be gained from the analysis, in the detailed tables of computer output, of combinations of subjects on which readers were seeking information. This shows, in the main Bloomsbury survey, 387 cases where a natural science or technology subject was combined with an arts or social sciences subject – a figure which probably represents between 120 and 150 readers, or 4% to 5% of the total sample (perhaps 10,000 visits a year). At the present time about a hundred books a month are transferred from N.R.L.S.I. to Bloomsbury or vice versa for the use of readers or staff. Books brought to Bloomsbury from N.R.L.S.I. cover a wide range of scientific and technical subjects, and anthropology; the largest groups are in the fields of medicine and mathematics. Books sent to N.R.L.S.I. from Bloomsbury include works in bibliography, philosophy, geography and philology. There can be little doubt that the growing use of both parts of the Library will lead either to much more transportation of books from one to the other or to increasing duplication of stocks, neither of which would be necessary if the whole Library was on one site.

Proposed Public Reference Room.

1 The Trustees, as they have stated in their evidence, recognize an obligation to provide services not only to scholars and research workers but to the public at large.

2 The principle of access without admission ticket or recommendation already operates for the collections and services comprised in the N.R.L.S.I. The proposed public reference room would extend this principle in part to the General Library.

3 A large proportion of those now applying for admission to the Reading Room are not engaged in research or prolonged enquiry, but are seeking information on particular questions, often not of a highly specialized character. They receive, with very little formality, short-term admission tickets which give access to the main Reading Room but not, without further investigation, to the rare book collections. In proportion to the length of time they spend in the Library, these users require much more help and guidance from the staff than other readers.

4 To differentiate, in staff provision, between the different kinds of service required, and to avoid unnecessary disturbance of readers engaged in research, it is desirable to provide a separate room where the needs of casual enquirers can be met and where the the requirements of new and inexperienced readers can be investigated. The proposed public reference room would perform this function.

5 There is no intention to compete with or to duplicate the services of the reference libraries provided by the London Boroughs. It is expected that as these services improve they will absorb some of the enquiries now coming to the British Museum and that more visitors to the British Museum Library will come on the recommendation of Borough Librarians. The Museum's service will have the advantage that it will be backed up

by much more comprehensive collections and by specialized staff, both of which can be brought into use when required. Enquirers in the public reference room can be passed on to the "research" reading rooms when their need has been established.

6 Exploratory discussions have already been begun with representatives of the public libraries, to determine the best form which co-operation between them and the British Museum could take in the future.

The Research Function of the National Library.

Supplementary memorandum to the National Libraries Committee.

1 It is undoubtedly one of the chief functions of a national library system to provide means of access, as and when needed, to any named publication or to information (so far as this has been recorded and organized) on any specified subject. This is recognized by the Trustees of the British Museum in those parts of their evidence which refer to reference, loan and the supply of photocopies and to the relations between these services.

2 It would be erroneous, however, and dangerous to the foundations of scholarship, to adopt the view, of which there are signs in some quarters, that this function represents all that is required of the system. This appears to be the basis of the twofold suggestion sometimes made that, without detriment to the service offered, the national reference and research collection can be distributed among a number of libraries with specialized interests, and that little-used material, identified by user studies, can be stored at a considerable distance from the main collection and made available when wanted by loan. But in referring to the British Museum Library, and what can be developed from it, as the National Reference *and Research* Library the Trustees have drawn attention to a different function: to meet the needs of those users of books whose efforts are directed at bringing to light unknown or forgotten facts, finding significance in hitherto neglected material and combining ideas in new ways. Emphasis on this function leads to different conclusions.

3 The present state of organized knowledge is represented in the current editions of reference books, in standard textbooks and treatises, in modern editions of the most influential works of the past, and in the records of comparatively recent thought and research. It is these which constitute the material that is heavily used throughout the system and in the individual libraries within it - including the National Reference and Research Library itself. These are the stock in trade of the "reference" library as such. But these sources of knowledge and information are provisional: their acceptability depends on their presentation of the results of more fundamental research, and cannot be maintained if this research does not continue. Over a very wide area the primary and therefore the most used materials of such research are precisely those which, from the "reference" point of view, are little used. To remove such material from the National Reference and Research Library would be to deprive it of precisely those resources that give it its unique value.

4 Primary research material in this sense is to be found in very many libraries and in all of these the research function has a place, though often a subsidiary one. But this function is most efficiently performed, in terms of the time and effort of the researchers, where the greatest quantity of the material is concentrated. It is here - that is, in the National Reference and Research Library of which the British Museum Library is the present embodiment - that the research function becomes a primary one. Its efficient exercise is dependent on the comprehensiveness and unity of the library.

5 Comprehensiveness in a library cannot be attained by a single generation or even within a single century. The services that the British Museum Library can give to present- day scholarship are the result of its history. They depend on the collecting of books, to a large extent, simply because they existed and not with a view to some immediately apparent purpose. Similar services to future generations cannot be safeguarded if this policy is abandoned: rather, if possible, it should be more consistently pursued. Any restriction of the Library's scope - still more any fragmentation of its collections or of its acquisitions - would reduce its potential usefulness, for two reasons: because the future interests of scholarship and the future organization of knowledge cannot be predicted, and because no subject of enquiry has clear-cut boundaries - the fundamental investigation of almost any phenomenon or event may lead into fields which at the outset were not known to be relevant.

6 The importance of comprehensiveness, and the value in this respect of the British Museum Library, have been persuasively stated (in Appendix 5 to the Trustees' evidence) by Professor George Whalley in relation to a particular problem - the detailed study of a single author. Mr. George Painter, a member of the staff of the Library, has come to similar conclusions in his researches for a definitive biography of Marcel Proust. Apart from the perpetual search for finality in the investigation of particular problems, the comprehensive library is also the natural centre for the compilation of syniptic bibliographies of new or developing subjects - bibliographies which are themselves fundamental to further research. For instance, the development of historical linguistics as an accompaniment and support to the science of structural linguistics has recently led to the compilation, with the British Museum Library as base, of a vast historical bibliography of the English language. The continuation into the 20th century of the "Cambridge Bibliography of English Literature", in which members of the British Museum staff have been active, has necessitated the examination of much border-line material in non-literary fields, and of ephemeral popular publications, if only for the purpose of establishing the limits of what the bibliography should cover and thus of the subject concept "English literature". These are examples only: the whole discipline of bibliography, which is increasingly regarded as one of the foundations of scholarship and which, in relation to the subject matter of books, is universal in scope, has probably been cultivated to greater advantage in the British Museum Library than in any other place.

7 Ready access to the whole of the collection is no less important than comprehensiveness. Much valuable research, because it involves the examination of large quantities of material, cannot be completed without serious loss of valuable time - perhaps cannot be completed at all - unless a considerable proportion of the material is available in one place. Add to this the frequent need of the researcher to pursue hints and suggestions into unexpected places, his need in almost every case to look at material that hardly anyone else has so far wished to consult, and his need to see it quickly if the development of his thought is not to be interrupted, and it becomes clear that it is within the comprehensive library itself that many kinds of research are best pursued, and that the scholar's work would be obstructed by dispersing its collection either into remote storage or into other libaries. It is a vital point that the scholar cannot know in advance what books he will want to see. Nor can existing catalogues and bibliographies satisfy his needs. The cataloguers, classifiers and bibliographers of today cannot make detailed provision for the unknown requirements of the investigators of tomorrow: the scholar is himself laying the foundations of the next generation of catalogues and bibliographies. For the same reason, even a highly sophisticated computer-based indexing and retrieval system covering all libraries containing research material, valuable though this would be in speeding access to material which is unavoidably dispersed, could not in the last resort remove the need for work in direct contact with a comprehensive collection of books.

8 While this is pre-eminently true of those enquiries - historical, literary, philosophical, linguistic, sociological - for which documentary material is the primary resource or one of the principal resources, it has its application also in the field of the experimental sciences. Here too the literature of one discipline may have unsuspected significance for another, the development of new fields of enquiry may give a new meaning to work already done, and no system of indexing and abstracting can cover all possible needs. This is why the National Reference Library of Science and Invention attaches such importance to its tradition of open access and why many of those who value this tradition are alarmed by the prospect of a steadily shortening period during which literature can be retained on open shelves.

9 It can, indeed, hardly be doubted that research of the kind referred to in paragraphs 6 and 7 above would be greatly helped by a large extension of direct access to books in a library like that of the British Museum. Total open access for all readers is out of the question, but plans for the future of the National Reference and Research Library should aim at direct access for a limited number of research workers to a much larger proportion of the collections than is now possible. The speediest possible access to the widest possible collection of books is the ideal: the least that can be regarded as acceptable is availability within one day to a scholar in the library of any item in its collection, and the possibility, within the same length of time, of a visit by the scholar in case of need to the library's farthest book-store.

10 This country is fortunate in having, in the British Museum, one of the very few comprehensive libraries which can effectively be used in the ways described. In fact, it probably offers superior facilities for this purpose to any other library in the world - this belief is supported by the large numbers of foreign scholars who visit it and spend long periods working in it. National libraries of more recent growth, or where acquisition is deliberately limited to the national literature or in other ways, are known to be less useful for many kinds of fundamental research.

11 The use of the library for fundamental research, vital though it is, is of necessity a minority use which will not weigh heavily in statistical calculations. The recent surveys of the use of the library were, in any case, not so designed as to reveal in any detail the purposes for which it was being used. But this research use constitutes one of the Library's principal services to the world (not only to the United Kingdom). At the same time, the characteristics which make this service possible enable it also to perform more effectively than any other British library a multitude of services to a very wide range of users. Any reduction of its coverage or of the accessibility of its holdings would be inimical to all these uses.

APPENDIX 1

STATISTICS OF STAFF, STOCK AND SERVICES

Contents

PART 1 Information requested by the National Libraries Committee.

- 1 Staff
- 2 Expenditure on library services
- 3 Stock
- 4 Annual additions to stock.
- 5 Withdrawals from stock.

PART 2 Work done and pressure on public services. Department of Printed Books.

PART 3 Graphs.

PART 1

Information requested by the National Libraries Committee

Note: In sections 1 and 2 only staff and expenditure directly attributable to the library departments are included. It has not been possible to show the proportion of central (Director's Office) staff and expenditure (covering such matters as general administration, finance, security, cleaning and liaison with the Department of Education and Science, the Ministry of Public Buildings and Works and Her Majesty's Stationery Office) devoted to the library departments as distinct from the rest of the Museum.

STAFF

1 (a) Division function. *See* charts (Appendix 2.)

(b) Division by qualification.

A – Good honours degree or equivalent standard.

B – 'A' level or pass degree standard. This includes the Executive Grade, which in recent years has been recruited by promoting C.O.'s with qualifications lower than this.

C – 'O' level standard.

D – Miscellaneous technical or mechanical skills.

E – Routine clerical.

F – General manual.

G – Industrial crafts.

Table 1. Library Departments' staff 1967/68. Figures in brackets show reduced complements for 1968/69.

Department	A	B	C	D	E	F	G	Total
Printed Books	83	111	151	37	144	90	66	682 (633)
Manuscripts	18	8	9	3	6	5	–	49 (47)
Oriental Printed Books and MSS	10	5	5	4	2	3	–	29 (27)
Prints & Drawings	6	1	5	9	–	3	–	24 (22)
Totals:	117	125	170	53	152	101	66	784 (729)

Table 2. Printed Books Department staff.

Division	A	B	C	D	E	F	G	Total
Bloomsbury: All divisions except Maps and Music	49	55	60	16	84	35	62	361 (341)
Maps	3	2	4	1	3	1	–	14 (14)
Music	3	3	2	2	2	1	–	13 (13)
Newpapers (Colindale)	1	3	3	1	8	10	2	28 (28)
NRLSI (Holborn & Bayswater)	27	48	82	17	47	43	2	266* (237)

*Including 21 posts recruited within the approved complement but subsequently disallowed.

EXPENDITURE ON LIBRARY SERVICE

Table 3. Staff costs 1967-68.

Department	Departmental salary and wage costs
Printed Books	761,000
Manuscripts	74,000
Oriental Printed Books & MSS	40,000
Prints & Drawings	32,000
Total:	£907,000

Table 4. Printed Books Department Staff costs.

Division	Departmental salary and wage costs
General at Bloomsbury	469,000
Maps	18,000
Music	18,000
Newspapers	21,000
NRLSI	235,000
Total:	£761,000

Table 5. Known costs other than staff, 1967/68.

	COST		
Item	Departmental allocation	Trustees' Reserve	Total
	£	£	£
Printing General Catalogue entries	45,000	–	45,000
Acquisitions Grant:			
Printed Books: NRLSI	104,000	–	104,000
Printed Books: All other	105,000	1,500	106,500
Manuscripts	8,500	500	9,000
Oriental Printed Books & MSS	14,000	2,000	16,000
Prints and Drawings	1,500	3,500	5,000
H.M.S.O. Binderies (for all departments)	–	–	253,000
Total from public funds			538,500
Acquisitions paid for from Trustees' funds (Shaw Fund, miscellaneous trusts and bequests)			
	£		
Printed Books	17,500		
Manuscripts	31,000		
Oriental Printed Books & MSS	1,000		
Prints and Drawings	77,500		
Total from Trustees' funds			127,000*
Total of known costs other than staff			£665,500

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*This is the actual expenditure in 1967/68, which is not necessarily a typical year. The amount for Prints and Drawings, for instance, was unusually high.

Table 6. Division of library costs in the Department of Printed Books, 1967/68. NRLSI (Bayswater) is excluded as the activities there are connected with the build-up of a new library and cannot therefore be classified as current.

Item	Bloomsbury & Colindale	NRLSI (Holborn)
	£	£
Processing, cataloguing, classification, catalogue maintenance, binding preparation and placing on shelves	279,000	38,000
Readers' services and book supply	146,000	26,000
Acquisitions: (a) staff	91,000	33,000
(b) expenditure on purchases	123,000	52,000

Other library costs:

1 *Photographic Service* Only figures for all departments of the Museum can be given, but the library departments can be assumed to be responsible for the greater part of the activities of the Photographic Service. In 1967/68 expenditure amounted to £138,000 and receipts to £130,000. Additionally, staff costs of some £10,000 were incurred within the library departments on staff employed in identifying orders, assembling material, etc.

2 *Publications.* No useful figures can be supplied under this heading as the publications service is treated as an integrated whole covering all departments in the Museum. The situation is further complicated by the fact that many library catalogues which are published are also used for internal purposes as well.

3 *Research.* The only research carried out at the present time is that on the application of computers to library problems. This, taking staff cost and expenses together amounts to some £3,000 per annum.

4 *Bibliographic services.* Staff are employed full time on replying to postal queries. This staff costs some £4,000 per annum. However, the answering of letters is not confined to this staff, since many members of the senior staff may be called on to reply to a letter which touches on a subject of which he has special knowledge. Telephone enquiries are dealt with by the Reading Room staffs.

5 *Binding.* The figure of £253,000 quoted above (table 5) covers all departments of the Museum but the library departments account for all but a small proportion of this total.

3 STOCK : USE OF SPACE

No general unit of measurement is available or applicable to all the library departments and divisions. For example, 'foot run of shelving' is inappropriate to maps, prints or charters; 'cataloguing items' is inapplicable to maps, periodicals, patents; 'volumes' is inapplicable to maps, sheet music, single sheet official publications and letters. The following tables, each incomplete and subject to error in itself, should be taken as complementary.

Table 7. Foot run of shelving

Department or Division	Open access	Stack	Outhousing	Total
Printed Books (Bloomsbury)	5,000	465,000	38,000	508,000
Newspapers (Colindale)	170	90,000	–	90,170
NRLSI	57,200	55,200	–	112,400
Manuscripts	200	25,000*	–	25,200
Oriental Printed Books & MSS	400	18,300	1,500	20,200
Prints & Drawings	250	*	–	250*
Totals:	63,220	653,500*	39,500	756,220*

*Manuscripts shelves are in general deeper than Printed Books. Some may be as much as a yard deep. Prints & Drawings keep most of their drawings in portfolios which lie on their sides. They thus take up much area, but can be stacked vertically.

Microfilm at Bloomsbury: 670 feet occupied, 110 feet available.
Microfilm at Colindale: 1850 feet occupied, 180 feet available.

Table 7A. Foot run of shelving, NRLSI. (Analysis of figures in table 7a)

	Open access	Stack	Total
Books and pamphlets	3,800	10,200	14,000
Trade literature	400	–	400
Patents	22,500	9,000	31,000
Periodicals (incl. reports, abstracts, etc.)	31,000	36,000	67,000
Totals:	57,200	55,200	112,400

Table 8. Areas of departments and categories of use of space (Square feet)

Department or Division	Readers	Storage	Exhibition	Staff	Total
Printed Books (Bloomsbury)	26,800	206,300	12,000	36,000	281,100
Newspapers (Colindale)	7,000	106,000	–	1,000	114,000
NRLSI	22,000	100,000	–	15,000	137,000
Manuscripts	3,400	8,900	8,500	5,700	26,500
Oriental Printed Books & MSS	1,100	9,700	300	1,500	12,600
Prints & Drawings	5,000	1,300	5,900	2,700	14,900
Totals:	65,300	432,200	26,700	61,900	586,100

Table 9. Units of Stock.

Unit is taken here to represent items giving rise to a main entry in a catalogue. Thus a periodical is counted as one unit regardless of the number of volumes. The number of volumes is very much greater but cannot be determined. However, it is estimated that the number of volumes in the Department of Printed Books is 7,000,000. Some 110,000 volumes of patents literature (containing 11,000,000 separate patent specifications) are held by NRLSI, but, since they do not require cataloguing, the figures below take no account of them.

Department or Division	Catalogued	Not fully processed	Total
Printed Books (General)	3,180,000	337,000	3,517,000
Maps	200,000	–	200,000
Music	701,000	220,000	921,000
Newspapers (Colindale)	38,000	–	38,000
NRLSI	150,000	–	150,000
Manuscripts	300,000	6,000	306,000
Oriental Printed Books & MSS	285,000	–	285,000
Prints & Drawings	600,000	–	600,000
Totals:	5,454,000	563,000	6,017,000

Some 227,000 serial publications are held in the Printed Books Department, including 27,000 held by NRLSI and 38,000 sets of newspapers and other journals at Colindale.

The Philatelic collection of the Department of Printed Books is estimated at 4,000,000 postage stamps, envelopes, etc. : it is not included in the figures in Tables 7–12.

Table 9A. Units of stock at N.R.L.S.I. excluding patents. (Analysis of figures in Table 9.)

	English Language	Slavonic Languages	Oriental Languages	Other Foreign Languages	Total
Books & pamphlets	84,000	*	*	*	120,000
Trade literature	2,500	–	–	–	2,500
Periodicals					
Abstracts and Bibliographies	540	75	5	160	780
Other periodicals					
Current titles	5,500	3,000	1,300	9,000	18,800†
Other titles	*	*	*	*	over 7,000
Maps, etc.	*	*	*	*	100
Microform periodicals	*	*	*	*	450‡
			Total (approx.):		150,000

*Not available.

†In addition the NRLSI has access to, and is taking over, some 4,000 scientific titles now received by the State Paper Room at Bloomsbury.

‡Special selection of material only available in microform or other special forms has not yet started.

4 ANNUAL ADDITIONS TO STOCK

(a) By departments and their main divisions. The following figures are numbers of items acquired in 1967.Items here refers to registrable items, e.g. each periodical part is a registrable item requiring individual attention. On the other hand, an album of drawings is treated as one item.

Table 10.

Department or Division	Items
Printed Books:	
General	1,066,307
Maps	2,248
Music	8,791
Newspapers	211,143
NRLSI	540,750
Manuscripts	777
Oriental Printed Books & MSS	24,583
Prints & Drawings	60
Total:	1,854,659

In 1967 the Philatelic Division of the Department of Printed Books acquired 12,269 postage stamps.

(b) By method acquisition: breakdown of first five items in Table 10 above, i.e. Printed Books Department (excluding NRLSI direct acquisitions). Accessions in 1967.

Table 11.

Type of material	Mode of acquisition					
	Legal Deposit	Colonial Copyright	Donation	Internat. Exchange	Purchase	Total
Volumes	42,717	1,021	21,038	13,544	34,218	112,538
Parts	77,030	7,580	197,494	212,924	57,829	552,857
Single sheets	10,126	242	196,305	194,239	–	400,912
Music	7,183	149	71	–	1,388	8,791
Atlases & parts	45	133	86	17	113	394
Maps (sheets)	1,068	12	351	134	289	1,854
Newspapers	137,289	13,430	3,964	2,046	54,414	211,143
Totals:	275,458	22,567	419,309	422,904	148,251	1,288,489

Table 12. **N.R.L.S.I. Accessions in 1967**

A As registrable items:

Books, pamphlets	5,750
Patent specifications	400,000
Issues of periodicals	135,000
Total:	540,750

B As new cataloguing units, excluding patents

Type of Material	Mode of acquisition					
	Legal Deposit	Donation	Exchange	Transfer from Bloomsbury	Purchase	Total
Books & Pamphlets	1,600	100	2,200	2,500	2,660	9,060
Periodicals	20	100	100	190	1,140	1,550
Maps	–	–	–	–	50	50
Microforms	–	–	–	–	100	100
	1,620	200	2,300		3,950	10,760

Acquisitions of current material for both Holborn and Bayswater are included in the above tables.

The special exercise of acquiring earlier material continues at Bayswater, and the figures for this are included in the above tables. For this work no year is typical. The following figures relate to 1967.

Table 12C.

	Transfers from Bloomsbury	Purchases	Total
Books & pamphlets	2,500	960	3,460
Periodicals titles	190	350	540
Total:	2,690	1,310	4,000

Table 13. Value of accessions in 1967 (NRLSI excluded) (Thousands of pounds).

These figures are necessarily bery approximate, especially in the case of donations and international exchange.

Type of material	Mode of acquisition					Total
	Copyright Deposit	Colonial Copyright	Donation	Internat. Exchange	Purchase	
Volumes	49	2	36	23	62	172
Parts	38	8	197	213	23	479
Music	4	–	–	–	1.4	5.4
Single sheets	0.1	–	5	5	–	10.1
Newspapers	7	3	1	–	11	22
Atlases	–	0.5	0.5	–	0.5	1.5
Map sheets	1	–	–	–	0.3	1.3
Total:	99.1	13.5	239.5	241	98.2	691.3

Table 14. Acquisitions, excluding NRLSI. Ten-year summary, 1958–1967 (Thousands of registrable items)

Year	Mode of acquisition					Total
	Copyright Deposit	Colonial Copyright	Donation	Internat. Exchange	Purchase	
1958	240	23	124	93	62	542
1959	251	23	144	123	81	622
1960	270	23	157	126	99	675
1961	265	32	233	217	119	866
1962	276	31	260	264	130	971
1963	283	31	402	350	139	1205
1964	277	30	458	405	138	1308
1965	285	33	459	451	150	1378
1966	240	30	446	439	148	1303
1967	275	23	419	423	148	1288
Total:	2642	279	3202	2891	1214	10228

Note. See also figures 1, 2

A similar table relating to the Department of Oriental Printed Books & MSS is to be found at the end of Appendix 3D.

5 WITHDRAWALS FROM STOCK

It is the policy of all departments to withdraw only duplicates. Duplicates acquired by the Department of Printed Books are offered to the National Central Library and certain other libraries. NRLSI transfers to Bloomsbury the outdated portion of its collections.Since, at the moment, this portion consists entirely of material from the former Patent Office Library, all this material is to be checked at Bloomsbury for duplicates of the existing Bloomsbury collections. These duplicates are offered to the National Lending Library, Science Museum Library and to the National Central Library.

PART 2

Printed Books Department

Work done and the pressure on public services

For comparable figures relating to the Department of Oriental Printed Books & MSS. see the end of Appendix 3 D.

Table 15. Catalogue entries written 1958-1967. (Excl. NRLSI)

Year	General Catalogue	Maps	Music	Total
1958	65,290	1,319	7,132	73,741
1959	59,682	1,381	9,409	70,482
1960	73,937	1,349	16,167	91,453
1961	68,623	1,406	7,197	77,226
1962	78,951	1,434	8,300	88,685
1963	78,557	2,179	7,761	88,497
1964	89,075	1,354	6,319	96,748
1965	88,166	2,207	9,133	99,506
1966	123,701	1,228	7,953	132,882
1967	86,775	891	7,435	95,101
Totals:	812,757	14,758	86,806	914,321

See also Figure 3.

Some 85,000 volumes remain totally unprocessed. In addition there are many thousands of items so summarily recorded that readers can gain access to them only through searches, sometimes lengthy, by members of the staff.

Table 15A. Catalogue entries written and classification marks allocated at NRLSI.

1961	6,800
1962	6,200
1963	9,300
1964	9,800
1965	13,000*
1966	18,800†
1967	19,600†

*Cataloguing and classification began at the Bayswater Division of NRLSI in September 1965.

†In addition, items at the Holborn Division were specially reclassified in preparation for the reunification of NRLSI as follows:

1966	3,000
1967	9,800

Table 16

Readers' admission tickets, all library departments. In these figures no distinction is made between tickets issued for the individual departments. Tickets are issued for the three departments of Printed Books, Manuscripts and Oriental Printed Books and Manuscripts in one combined series.

	Period tickets			
Year	New	Renewals	Temporary Tickets	Total
1958	3,429	7,114	9,177	19,720
1959	3,415	7,315	9,685	20,415
1960	3,713	7,478	10,454	21,645
1961	3,913	7,871	11,694	23,478
1962	4,148	8,551	12,675	25,374
1963	4,445	8,736	11,871	25,052
1964	4,776	9,416	11,989	26,181
1965	4,631	10,077	12,673	27,381
1966	5,100	10,429	13,026	28,555
1967	5,254	10,905	13,835	29,994
Total:	42,824	87,892	117,079	247,795

See also figures 4-10.

Table 16A Correlation of degrees awarded in the Arts and Social Sciences with the number of new period tickets issued at Bloomsbury.

(a) First degrees and higher degrees in the Arts and Social Sciences, 1956/57 – 1964/65. (Sources: UGC Returns from Universities and University Colleges in receipt of Treasury Grant.)

(Source: UGC Returns from Universities and University Colleges in receipt of Treasury Grant.)

Year	First degrees	Higher degrees
1956/57	8,073	950
1957/58	8,681	967
1958/59	9,257	990
1959/60	9,965	965
1960/61	10,208	1,032
1961/62	10,514	1,027
1962/63	10,894	1,180
1963/64	11,719	1,274
1964/65	12,487	1,295

(b) Correlation with the number of new period readers' tickets issued in Bloomsbury.

Readers' Tickets	First degrees* 1956/57 on	Readers' Tickets	Higher degrees 1956/57 on
1957 on	0.94	1950 on	0.89
1958 on	0.94	1951 on	0.97
1959 on	0.96	1952 on	0.94
1960 on	0.97	1953 on	0.92
1961 on	0.93	1954 on	0.90

Table 17 Readers' signatures at NRLSI (Holborn)

Year	Total signatures
1958	85,181
1959	87,398
1960	82,900
1961	91,600
1962	101,800
1963	117,286
1964	121,967
1965	134,645
1966	137,237
1967	144,261

Note: Each reader is required to sign in on the first visit to the library on any day. Subsequent visits on the same day are, thus, unrecorded. *See* also Figure 11.

In 1967 12,000 visits were made to the Newspaper Library, 4,204 readers and visitors were recorded in the Map Room, and 1,372 students consulted the philatelic collections.

Table 18. Printed Books Department. Volumes used by readers at Bloomsbury. (Thousands)

Section or Division

Year	General & State Papers			Maps	Music	Newspapers	Total
	Issued direct from main library	Issued direct from (Case Books)**	Issued direct from Reserve***				
1958	553.7	56.8	422.7	28.5	8.5	35.1	1105.3
1959	631.7	53.8	401.9	15.6	9.2	38.2	1150.4
1960	677.0	59.9	398.1	12.6	9.2	43.7	1200.5
1961	754.6	51.5	421.1	10.9	9.6	38,9	1286.6
1962	767.9	61.0	352.9*	10.1	8.7	54.1	1254.7
1963	766.3	58.3	334.7*	14.5	9.7	54.6	1238.1
1964	720.2	63.1	494.5	14.0	15.6	56.6	1364.0
1965	855.0	63.9	484.0	36.9	18.9	61.3	1520.0
1966	820.3	67.6	464.7	24.0	15.5	71.2	1463.3
1967	807.9	75.0	582.7	23.7	23.4	75.9	1588.6
Totals:	7354.6	610.9	4357.3*	190.8	128.3	529.6	13171.5

See also Figure 12.

*Indicates that the records are incomplete or absent.

**Rare books and other books kept under lock and key.

***That is, books already issued from the shelves and reissued to readers after being held in the reading rooms overnight or for up to three days.

Figures for the numbers of volumes used the the NRLSI (Holborn) will emerge from the survey being undertaken there. They are likely to represent over 1,000,000 volumes per annum.

Table 19 Enquiries by telephone, telex or post answered in 1967, Department of Printed Books.

(a) Public use of the Bibliographical Enquiry Service at Bloomsbury, 1967.

Letters answered by the Bibliographical Enquiry Service	4,451
Letters referred to other divisions of the Department of Printed Books	470
Letters referred to other departments of the Museum	464
Letters referred to other Institutions	88
Telephone enquiries	9,283

These figures include only enquiries involving some consultation of catalogue or bibliographies or other research. Straightforward requests for reservations of books are excluded. (These numbered 2,344 in 1967.)

Additionally, the Music Room, Map Room, Slavonic Division and State Paper Room and many individual members of the staff with specialist knowledge answer public enquiries sent direct to them. There are no figures available to show the total extent of this.

(b) Some 70,000 enquiries involving some consultation of records or literature were received by telephone, telex or post and answered at NRLSI (Holborn) in 1967.

(a) Printed Books (Bloomsbury) Photographic Orders, 1958–1967, for microfilms and photostats; also Xerox copies ordered by post (from 1966).

Year	General Library	Music	Maps	Total
1958	2,516	324	453	3,293
1959	2,770	363	499	3,632
1960	3,077	374	554	4,005
1961	3,323	413	589	4,325
1962	3,594	381	732	4,707
1963	3,939	385	845	5,169
1964	4,157	374	938	5,469
1965	4,470	511	1,052	6,033
1966	4,947	615	1,081	6,643
1967	5,658	529	1,147	7,334
Totals:	38,451	4,269	7,890	50,610

In 1967, 2,700 photographic orders were carried out at Colindale. See also figure 13.

(b) Printed Books Department (excluding NRLSI). Rapid copy orders handed in in the reading rooms.

Year	Reading Room	North library	Total
1960	407	251	658
1961	774	498	1,272
1962	1,441	649	2,090
1963	3,119	1,312	4,431
1964	5,961	2,389	8,350
1965	7,517	3,022	10,539
1966	8,505	3,420	11,925
1967	9,396	3,831	13,227
Total:	37,120	15,372	52,492

Each order represents on average 2-3 items.

See also figure 14.

(c) Printed Books Department (excluding NRLSI). Rapid copy sheets.

Year	Number
1960/61	5,889
1961/62	11,516
1962/63	39,539
1963/64	89,751
1964/65	194,806
1965/66	238,722
1966/67	299,156
1967/68	395,000*
Total:	1,274,379*

*Indicates estimated figure.

Note These figures include those sheets executed as a result of general Photographic Service orders as well as those arising in the Reading Room and North Library. They cannot therefore be compared directly with the table above.

See also figure 15.

(d) NRLSI (Holborn) Photographic Orders, 1961–67. (Xerox copies)

Year	Items Supplied
1961	69,000(est)
1962	74,000(est)
1963	84,000
1964	97,000
1965	117,000
1966	134,000
1967	160,000

Note: Two-thirds of the photocopies were supplied in response to orders by post.

See also figure 16.

Pages A5 - A44 Printed in England for Her Majesty's Stationery Office by U.D.O. (Litho) Ltd.

APPENDIX 3

THE WORK OF THE DEPARTMENTS

A THE DEPARTMENT OF PRINTED BOOKS

1 The Department of Printed Books collects and makes available printed material of all countries and of all periods; and in all languages except those for which the Department of Oriental Printed Books and Manuscripts is responsible. The Department also conducts all the Museum's exchanges of official publications with foreign governments.

2 The Department, which is the largest in the Museum, is headed by a Principal Keeper and has three Keepers. One of the Keepers is in charge of the National Reference Library of Science and Invention, which incorporates the Patent Office Library (founded in 1855) and became part of the British Museum in April 1966. Another is in charge of personnel matters (recruitment, training and allocation) in the whole of the Department except the N.R.L.S.I., so far as these fall to be dealt with in the Department and not in the Establishments Division of the Director's Office, with which he maintains close contact. He also controls the divisions of the main library primarily concerned with services to the public. The third is in charge of the divisions of the cataloguing, binding and housing of books and periodicals. Certain divisions dealing with particular types of material (e.g. Maps, Music, Newspapers) control both services and processing within their own fields, and their heads are responsible directly to the Principal Keeper.

3 The collections, which (without counting those of the other Library Departments) constitute the largest library in the United Kingdom and one of the four largest libraries in the world, occupying some 130 miles of shelves and are at present housed in six buildings. In the main British Museum building at Bloomsbury is the General Library, which includes the main national collection of books and periodicals and the collection of official publications of governments and inter-governmental organizations. Sub-departments of maps and music and the philatelic collection are also in this building. The N.R.L.S.I. is in two buildings – one in Southampton Buildings, where it carries on and develops the work of the Patent Office Library, the other in Whiteley's building in Bayswater, where additional stock is collected, processed and provisionally housed. The Newspaper Library at Colindale. Insufficient space at Bloomsbury has made it necessary to house parts of the collections of official publications and of English fiction in a repository in Woolwich Arsenal, which provides 70,000 feet of additional shelving: a further building at Woolwich is expected to be occupied within the coming year. Finally, a relatively small quantity of books awaiting processing is stored in a building in Shepherdess Walk, formerly used by H.M. Stationery Office.

Divisions of the General Library

A Processing Divisions

The Acquisitions Division

4 Like most national libraries the British Museum pursues in relation to printed books a two-part acquisitions policy. It aims to form a more or less complete national collection of all material printed or published in Great Britain and especially England (it defers to the National Libraries of Scotland and Wales in respect of rare Scottish and Welsh books), plus a deliberately more limited foreign collection. Although the Library of Congress is now able to acquire contemporary publications with greater thoroughness than the present finances of the British Museum allow, the British Museum's collections of older books are far greater, and these, together with its very substantial annual acquisitions in every field, make it one of the small number of really great collections of books in the world. Its pre-eminence in the Commonwealth and in western Europe (where only the Bibliothèque Nationale has a collection of comparable richness) cannot be challenged.

5 New material for the General Library is acquired by two divisions, each under a Deputy Keeper – the general Acquisitions Division, and the Slavonic and East European Division. The scope of the latter is broadly described by its name. The main Acquisitions Division obtains material in the following six ways:–

by copyright deposit;

by colonial copyright deposit;

by purchase;

by gift;

by international exchange of government publications;

by exchange with institutions abroad.

Copyright Receipt Office.

6 The Copyright Act of 1911 (Section 15) provides that the publisher in the United Kingdom of any book, periodical, map, sheet of music or newspaper shall within one month of publication deliver a copy at his own expense to the Trustees of the British Museum. The Copyright Receipt Office receives and records this material and issues receipts. It also receives material from the Republic of Ireland. Its role is active as well as passive: small publishers may have to be reminded of the Act and minor oversights have to be corrected. New material for divisions outside the General Library, including the N.R.L.S.I. and the Newspaper Library, is first received in this office if subject to the Act.

Colonial Copyright Receipt Office.

7 At one time, publishers in many British colonies were obliged to deposit copies of their publications in the British Museum. Most of these obligations have now lapsed, but material is still received from Mauritius, Sierra-Leone, Jamaica and Hong Kong. South African publishers still send material, although the law requiring deposit of South African books in the British Museum was repealed in 1965.

Purchase and Donations Section.

8 Foreign publications are selected for purchase by twelve Assistant Keepers. Earch Assistant Keeper is responsible for a country or group of countries, and his task is to select for purchase the significant modern publications, and works on the second-hand market, from the countries with which he deals so far as the funds allocated to him permit. Specific qualities of scholarship and good judgment are needed for such selection: movements of importance must be detected early, new branches of research must be recognized and given an appropriate share of funds. The penalty of error is the costly and time-consuming acquisition at a later date of books and periodicals rendered the more rare by their initial obscurity.

9 Two Assistant Keepers are concerned with the acquisition of older English books, mainly filling gaps in the collections predating the rigorous enforcement of the Copyright Act in the middle of the last century.

10 During World War II, a quarter of a million items were lost in the bombing of London and less than half of these have been replaced; efforts at replacement of these items still continue.

International Exchange Section.

11 This section of the Acqusitions Division sets out to acquire the official publications of states and national governments, mainly by negotiated exchanges with the appropriate agencies of other countries. The overseas partner balances the exchange by selecting material of comparable value from the publications of H.M. Stationery Office. H.M. Stationery Office, and not the British Museum, bears the cost of these publications. Most exchanges are with centralized agencies, but in appropriate cases exchanges are negotiated with single government departments, research institutes and libraries where these lie outside centralized arrangements or in countries where no such arrangements exist. The section has depository status with the United Nations Organization and its agencies. This section also acquires material by international exchange for the N.R.L.S.I.

The Slavonic and East European Division

12 All the work of the Acquisitions Division except Copyright Deposit is paralleled in the Slavonic and East European Division. This division requires a knowledge of languages which are still not the normal accomplishments of most graduates, and these requirements, together with the distinctive features of the book trade in Eastern Europe, have made a separate division administratively more efficient. The principal method of acquisition peculiar to this division is the exchange with libraries in Eastern Europe of British commercial publications for the publications of their countries. This is necessary because it is the only way to ensure that foreign works will be reserved for the Museum in countries where books go out of print quickly, and in many cases are not available through commercial channels at all. The staff of the Slavonic and East European Division perform the cataloguing and subject-indexing of the material they acquire, and help with services to readers and the information service when their special knowledge is required.

The Catologuing Division

13 The first published General Catalogue was completed in 1905, and a new edition in the course of which every entry was revised by trained cataloguers began publication in 1931. However, it was an inherent weakness of this method of editing that progress was very slow, and by 1955 publication had reached only the letter D. In 1955 it was decided to abandon this project in favour of the publication of a photolithographic reproduction of the Catalogue as it stood at that time, including all corrections and additions made in the working copies since 1905. Publication was completed in 1966 in 263 volumes of about 500 pages each. 750 copies were printed and were soon sold out. In 1967 an American publisher published a miniature edition which has achieved a large sale.

14 Until 1968 cataloguing was governed by the *Rules for Compiling the Catalogue of Printed Books, Maps and Music in the British Museum,* which are a development of the rules devised in the last century. The department is now in the process of changing to the new *Anglo/American Cataloguing Rules* as an essential step towards wider co-operation with other institutions. In May 1968 the department began to use catologuing data supplied by the British National Bibliography, and in a lesser degree data supplied by the Library of Congress, and this process will be extended in coming years. A large amount of cataloguing work will however still need to be done by the British Museum. The really fundamental improvements in cataloguing envisaged by the Trustees, and the processing of arrears of uncatalogued material held by the library, must await the carrying out of the project for using automatic data processing, described in the report sent to the Department of Education and Science in 1967, and still under consideration there.

15 Newly printed catalogue entries are mounted in the department's loose-leaf copies of the General Catalogue. This practice differs from that of most otyer libraries, which have card catalogues, but there are strong reasons for continuing a loose-leaf catalogue in volume form. Card catalogues are harder to consult; they do not readily show the relation between one entry and another; and, most important of all, they take up about five times as much room as a loose-leaf catalogue, so that if the Reading Room were to have a card catalogue, it would be necessary to set aside a large amount of valuable space near the entrance as a catalogue hall.

16 In addition to the General Catalogue the Cataloguing Division produces a Subject Index published at 5-yearly intervals and maintained on cards in the interim periods. Owing to shortage of staff the Subject Indexes for 1951-55 and 1961 onwards have not yet been published. The department's special catalogues of early books are described below in paragraph 39.

The Placing Division

17 The allocation of new material to the shelves of the General Library and the control of the moves of books to a repository or within the building is the responsibility of the Placing Division.

18 Except for reference works on the shelves of the reading rooms, the collections are not normally accessible to the public and works are delivered to readers at their seats on application. The Trustees recognize that direct access to a much larger proportion of the books would be advantageous to readers, and have adopted a policy of enlarged open access in association with specialist reading rooms as part of their plans for a new building. But in the present building direct public access to the vast majority of the books is impossible except as the solution to occasional special needs. In these circumstances there is no necessity for works to be in any particular order on the shelves provided that they have identifying numbers. In fact, however, the General Library used for over a hundred years a special classification scheme of some 440 classes, to which books were assigned by the head of the Placing Division. This had considerable uses but it had to be considerably modified in 1964, when shortage of space made it necessary to close the gaps which had been left to allow these sections to expand. A new classification limited to 29 categories was instituted. This is the minimum regarded as necessary as a basis for a future arrangement of the library with specialized reading rooms and reference services

B Public Service Divisions

19 The Department has six public reading rooms at Bloomsbury, with seats for a total of 680 readers:

the main reading room	(390 seats)
the periodicals gallery	(99 seats)
the typing room	(14 seats)
the North Library (rare books)	(120 seats)
the State Paper Room	(43 seats)
the Map Room	(14 seats)

20 Readers are required to hold a reader's ticket, issued by the Director's Office. The normal tickets are period tickets, valid for one year and renewable: applications must show that admission is required for purposes of reference and research that cannot conveniently be carried out elsewhere, and must be accompanied by a recommendation from a "person of recognized standing". Short-term tickets, for one to three days, are issued with less formality. (These arrangements do not apply to the N.R.L.S.I.)

21 The main reading room, the periodicals gallery, the typing room and the North Library (for rare books) depend on a pool of staff called the Book Supply Division to deliver material from the stacks for readers and to man service points in these rooms. The State Paper Room, which can seat 43 readers, serves them by its own staff. It also delivers government publications to be read in the other rooms, if members of the public so prefer. From the Woolwich Repository there is a delivery for readers once a day on Mondays to Fridays. The Music Room, which admits readers only for special purposes, delivers books to the various reading rooms as appropriate.

The Book Supply Division

22 The Book Supply Division is responsible for fetching material from the shelves and delivering it to readers and staff; and for replacing it on the shelves after use.

23 Readers apply for books and other material by consulting the General Catalogue, completing application slips and handing these in at a desk in the Reading Room, North Library or Periodicals Gallery. Slips are sent from the Reading Room by pneumatic tube to eight section offices in the General Library stacks and two in other parts of the building. Each office is the base for a Supervisory Library Assistant and a small staff of Library Assistants who fetch books from a particular area. Applications made in the North Library for rare books are handled by a special section.

24 The Division has to cope with a number of technical difficulties: for example, numerous parts of periodicals are not bound: their order has to be checked on replacement and an error causes delay when the periodical is requested again. Efforts to improve the conveying machinery are limited by the unalterable structure of the building. The growing demands of readers have caused a lengthening of delays in deliverying books, especially in the middle of the day, when demand may be particularly heavy but staff is necessarily depleted by meal breaks. A study of the organization and methods of this Division is being undertaken during 1968.

The Reading Room and North Library

25 In the circular Reading Room the Superintendent (a Deputh Keeper) and his Deputy (an Assistant Keeper) have general control from the centre. They help readers with advice and maintain order in the room; they supervise the Bibliographical Information Service (see paragraph 30 below) and particularly its correspondence; they approve readers' rapid-copy orders with due regard to the Copyright Act; they select books for the reference shelves, and they advise on policy affecting the public services.

26 The Enquiry Desk at the entrance to the Reading Room is manned by three Research Assistants. They help readers in the use of the catalogues and the services and they give advice about reference books and bibliographies and about facilities in other libraries. In addition, the Enquiry Desk staff has the incompatible task of answering telephone calls to the Bibliographical Information Service.

27 The North Library is the room where rare and valuable books are consulted, and control is more stringent there than in the general Reading Room. Assistance to readers here often involves questions of historical bibliography, and is given by the Superintendent, who is an Assistant Keeper.

28 The Periodicals Gallery—the gallery of the North Library—was opened to readers in 1963. It contains on open access the latest issues of about 500 periodicals, and is also used for consulting unwieldy volumes and unbound parts brought from the stacks. It also contains apparatus for reading microfilms and other microcopies, as well as a collating machine (for comparing the pages of books which are almost but not quite identical). The opening of this gallery, which provides 99 seats, solved for a few years the serious shortage of reader accommodation which faces the department, as it can be used as overflow space for the general Reading Room.

29 Rapid-copy (xerox) orders are taken in most of the public Reading Rooms. Self-service photocopying machines have not been provided because, firstly, the British Museum has a duty to keep its operations well within the letter and the spirit of the Copyright Act, 1956; secondly, there is a need to prevent accidental damage to books of even moderate rarity; finally, there is a shortage of space.

The Bibliographical Information Service

30 As well as providing assistance to readers in the Library, the Department increasingly answers postal and telephone enquiries. The general aim is, as with assistance to readers, to guide the enquirer to where he may find the answer to his query rather than to do his own research for him.

31 The range of enquiries is very wide, and includes many which are appropriate to a library which is the chief depository of English books as well as a comprehensive international research library. But some enquiries come to the British Museum because facilities elsewhere are not well enough known. Schoolchildren writing essays, enquirers seeking information about books in their own possession and correspondents seeking to establish small but obscure matters of fact often ask for belp which is not beyond the powers of a good public library. On the other hand, it is almost certain that an equally large number of serious enquirers who would profit by consulting the British Museum do not do so through ignorance of the services available there.

The Photographic Section

32 The Museum's Photographic Service is part of the Director's Office but the Photographic Section of the Department of Printed Books identifies and delivers the material from the Department which is required for the execution of orders. Few orders arrive containing all the information which is needed, and a large part of the staff's time is taken up with identifying the material required by the customer. The provision of photographs, microfilms and photocopies is an important and rapidly growing part of the Library's service to the public.

33 The Museum's Photographic Service suffers, however, from an acute shortage of studio space, with the result that there is an ever increasing delay in the execution of orders: the delay in carrying out microfilm orders at present is nine months. Plans for giving the Photographic Service new and more spacious quarters by converting two houses adjoining the Museum, in Montague Place, have been much delayed by causes outside the Museum's control.

The State Paper Room

34 The State Paper room has seats for 42 readers and contains collections of government publications from all countries. The reading room is in the King Edward building, near the North Entrance, and some distance from the main Reading Room. The collections are housed partly in the basemet of the same building and partly at the Woolwich Repository.

35 The collection is particularly strong in official statistics, having been enriched by older material from the libraries of the Board of Trade and the Royal Statistical Society. Among reference material on open access in the reading room are full sets of British Parliamentary publications and Acts, as well as the current Registers of Voters.

36 The outhousing of so much of the collections at Woolwich has raised a number of problems. Not only is there a considerable delay in supplying much of the material requested by readers: the information service is hampered by having to identify material over the telephone, it is difficult for either staff or readers to consult long runs of serials which are housed at Woolwich, and the isolation of the staff at the Repository reduces their availability for urgent duties in other parts of the Department.

37 Consideration is now being given to the provision of special reference facilities in the social sciences, and it is proposed that the State Paper Room shall be the nucleus of these improved facilities. A reorganization of the State Paper Room's premises and some increases in both staff and money for acquistions are needed for this project.

C Divisions for Special Materials

Rare Books, Exhibitions and Conservation

38 These are the responsibility of a Deputy Keeper who is also in charge of binding. The department's collection of rare books is one of the richest in the world, and includes many fine illustrated books, which are intimately linked with the collections of the Department of Prints and Drawings.

39 The Museum has published a scholarly catalogue of its holdings of fifteenth century books printed in Germany, Italy, Switzerland, France, Holland and Belgium. A volume for Spain and Portugal is almost ready to be printed and one for the remaining countries including England is well advanced. Short-title catalogues have been produced for the Department's holdings of English books to 1640 and of Spanish and Portuguese, French, German, Italian and Dutch books to 1600. All these have also been printed. A short-title catalogue of English books printed in the years 1641-1700 is being prepared. A Catalogue of the Museum's very fine collection of decorated book-bindings is at the moment in preparation for use in the Department, but not for publication.

40 An exhibition illustrating the history of the printed books is a permanent feature in the King's Library; in addition about four exhibitions a year are held in connection with centenaries and special occasions. These are usually based exclusively on the department's collections, but may include material from other departments of the Museum or lent by other institutions.

41 Until 1967 all binding of new books and periodicals, re-binding and repairs were carried out in a bindery, operated by H.M. Stationery Office, which is a separate building within the Bloomsbury Musuem area. It employs a staff of 150, and 24 more are employed by H.M.S.O. for binding in the Newspaper Library at Colindale. With the passing of the British Museum Act in 1963 it has become possible to send books outside the Museum for binding, and the present policy is gradually to convert the Bloomsbury Bindery into a repair shop and to send most new bindings, particularly periodicals, to a new Stationery Office Bindery at Manchester. It is important that the repair shop should continue to be housed with the Library, as many problems arise during the repair of old books which require consultation between binder and librarian. The British Museum Bindery is one of the few places where fine bookbinding is still carried on as a craft. The Department employs an Examiner of binding who is a technical expert and is available to advise both the public and the staff of all the library departments on problems concerned with repair and re-binding.

The Map Room

42 The Map Room is responsible for its own acquisitions (except that it relies on the Copyright Receipt Office for maps published in the British Isles), cataloguing, storage and public services. It has seats for 14 readers. Maps differ from books in calling for special systems of storage and conservation, while more space is needed by each person for their study.

43 The acquisitions policy of the Map Room is to maintain a complete collection of all cartographic material published in the British Isles; to maintain, by purchase, exchange and donation, an up-to-date topographical coverage of the rest of the world on appropriate scales normally not exceeding 1:50,000; to maintain a representative collection of general atlases; and to acquire all important special and thematic maps and atlases. Exchange arrangements are now in operation with 16 countries.

44 The readers come from diverse fields: while some are academics pursuing geographical, historical and topographical research, others are professionally concerned with the application of maps to town-planning, legal proceedings and international affairs. Even when up to date problems of this kind are being dealt with, the collection of early maps (probably the richest in the world) must be consulted for precedents and for the historical origins of modern claims.

45 In addition to providing the public services for readers, the staff of the Map Room handle an extensive correspondence anddeal with some 1,150 photographic orders per year. As in the case of the rest of the Department, the major problems are shortage of space and unsuitable accommodation, combined with the difficulty of recruiting and retaining suitable staff at all levels.

The Music Room

46 The music collections of the Department are, like maps, in the care of a separate division, but there is a shortage of suitable space for the public and most works in the music collections are consulted in the general reading rooms.

47 The acquisitions policy of the Music Room is to maintain, by copyright deposit and other means, a collection of British and Irish music of all periods in all fields, including ephemera, and to build up as far as possible a complete record of British musical publication; to strengthen, by purchase, the collection of significant publications in all fields of music in foreign countries from the Renaissance to the present century; and to purchase all current scholarly publications of early music and of folk music from abroad, all works by some of the most eminent contemporary composers and the major works of a much larger number. In addition, a representative selection is purchased of the serious music production of all foreign countries using western notation.

48 The music collections are used by academics, by publishers and editors, by singers, instrumentalists and recording companies and by enquirers concerned with copyright. Many of these users, except the last category, need rare early editions to compare with modern sources and many also need modern books on music. There is no comparable music library in this country.

49 Although the Music Room has accommodation only for readers consulting manuscripts in the Royal Music Library, it has the task of delivering books to the general reading rooms. In addition it undertakes all the work of acquisitions (excluding copyright deposit), cataloguing, conservation and photographic orders. The chief problems are shortage of space and difficulties of communication with the rest of the Department. Shortage of staff also impedes the progress of the separate music catalogues, which are in greater need of revision than the General and Map Catalogues. Nevertheless, the Music Room succeeds in maintaining high standards of personal service to enquirers.

The Philatelic Collection

50 The philatelic collection of the Department of Printed Books is one of the largest and richest in the world. Its basis was the Tapling collection, bequeathed in 1891, and it has since been particularly fortunate in its important donations from private, commercial and public sources. The collections are kept up to date by the deposit of postage stamps from the Universal Postal Union, the Crown Agents and the General Post Office. A part of the King's Library is permanently devoted to the exhibition of stamps.

51 The space at present availabe for this collection is quite inadequate, and the staff of the division is very small. The Trustees have planned much increased exhibition space and also a students' room for philately in the new building. The need for these is ever more acutely felt as the activity of the philatelic section makes the wealth of the collections more widely appreciated.

The Newspaper Library

52 The Newspaper Library originated in 1903 as a repository without a reading room to house at Colindale the English Provincial, Irish and Scottish newspaper collections from Bloomsbury. In 1928 the Interim Report of the Royal Commission on National Museums and Galleries recommended that the Colindale Repository should be enlarged to contain all newspapers later than 1800, with a reading room for students. The new building, consisting principally of a six-storey bookstack, public reading room and bindery, was completed in 1932. The 1903 building was destroyed by bombing in 1940, with a loss of about 10,000 volumes and serious damage to 15,000 more, and the surviving parts of the library eventually became so overcrowded that foreign newspapers had to be stacked and for many years could not be consulted. The most recent extension of thybookstack, completed in 1957, will provide space for accessions only until 1970. A microfilm unit, for which the original equipement was donated by the Rockefeller Foundation, was built in 1950.

53 The library now contains Irish, Scottish, Welsh and English Provincial newspapers from 1700 onwards; London newspapers, weekly journals and monthly trade journals from 1801 onwards; a large collection of Commonwealth newspapers, partly acquired by various Copyright agreements; and a representative collection from the rest of the world. The United Kingdom collections are very comprehensive from about 1830 onwards, apart from wartime losses. Recent issues of British newspapers are not available to the public until they are bound: the only exceptions are the specially purchased duplicate copies of *The Times, The Observer* and the *Sunday Times.*

54 Revision of the separate Newspaper Catalogue began seven years ago and is expected to be finished in 30 loose-leaf volumes in three years' time. Copies are kept in the reading rooms at Colindale and Bloomsbury and are regularly amended.

55 The library has its own Xerox, photocopy and microfilm services on the premises. Xerox copies are normally supplied on the day of the order and photocopies within a week. Microfilms take almost a year. As in the Photographic Section at Bloomsbury, it is found that the rapid growth of photographic orders and the restricted size of the staff make less and less research possible on behalf of any one customer..

56 In the bookstack lies the most urgent problem of all. Rather than build another extension it has been decided to reduce the volume of material to be stored, by microfilming the foreign collection and the part of the Commonwealth collection not received by legal deposit. The originals will be offered to other libraries or destroyed and the space thus made available will accommodate additions to the United Kingdom newspapers for a further 20 years.

APPENDIX 3 B

The National Reference Library of Science and Invention

Foundation, constitution, and structure

1 *In 1855* the Patent Office Library was founded within the Board of Trade as a public reference library of the physical sciences and their associated technologies. It was based on the concept that by making relevant information freely available to all, further technological advance would be stimulated. From the beginning it was an open-access library,–the first in the country–,and no membership requirement or ticket or other such formality has ever been required. It has always had long hours, 10 a.m. to 9 p.m. weekdays, 10 a.m. to 1 p.m. Saturdays, for the last 50 years. (Since January, 1968, 9.30 a.m. on weekdays.)

2 *In 1951,* the first report of the Scientific Library and Technical Information Committee of the Advisory Council on Scientific Policy recommended that the Patent Office Library be developed to serve as the projected National Reference Library of Science and Invention.

3 *In 1960,* The British Museum was made responsible for the N.R.L.S.I., on the basis that its scientific and technical literature would be made available to the new Library. This provision, of course, included copyright deposit literature.

4 *In early 1963,* the first extra staff for N.R.L.S.I. were engaged by the Museum. Since then, the contents of the new Library have been built up to extend the coverage of the old Patent Office Library to the full coverage laid down for the N.R.L.S.I. This has been done by purchase funds made available by the Treasury and the Trustees and by the transfer of Museum literature. The literature has been fully processed, bound, catalogued and classified, and is organised ready for use. The process of transfer will continue for another two years.

5 *In April, 1966,* the Patent Office Library was taken over by the British Museum authorities, and the N.R.L.S.I. was formally set up within the Department of Printed Books under a Keeper.

6 The new Library is at present in two divisions. The former Patent Office Library has become the Holborn Division, and continues to function as an entity. The Bayswater Division contains all the extra literature which has been purchased or transferred from the Museum shelves in order to form the complete Library. Since the Bayswater stock is defined by the gaps in the Holborn holdings it cannot be used as a balanced separate collection. It is hoped, nevertheless, to admit the public to a reading-room there later in 1968, when they will be able to use the Bayswater literature on a closed-access basis.

7 The users of the Holborn Division are mainly information scientists and patent agents. The latter are fewer in number, but the frequency of their visits makes for roughly equal total usage by the two groups. Other users, accounting for about 13% of the total usage, are abstractors, research workers, lecturers, consultants, and technical journalists. These proportions will no doubt change as the Bayswater literature becomes available.

8 The question of where readers come from has long been the subject of myth and dogma. The question of where the information gained in the Library is used, though more significant, is subjected to less interest.

9 An independent survey found that more than 40% of the Library's users came from outside the London area. Only 8% of personal callers came more than 50 miles, however, although 35% of photocopy orders came from the provinces. (There is no other survey that has any validity at all.)

10 The question of where information is used points to a markedly more general distribution. At present there are no rigorous data but photocopy orders, enquiries, general correspondence and information specially provided by readers all indicate that the pattern for both photocopies and transmission of information by readers using the Library may roughly follow the distribution of industry in this country. It is now known that the collections of patents in provincial libraries are hardly used at all, and provincial agents use London associates for their searching. The figures point to a similar arrangement for information work.

11 Acquisitions policy and methods

Subject coverage. The whole of the natural sciences and their associated technologies, with such special coverage as the field of invention requires.

Level. For graduates and researchers in the field.

Breadth of coverage. Current periodicals–comprehensive; patents–comprehensive; books–comprehensive in better known languages, but limited in less familiar languages to specialties of the generating country.

Depth of coverage. The policy laid down requires the Library to hold all literature of current reference value, balancing newly taken material by disposing of earlier litature to the British Museum main stock.

Methods of acquisition. These comprise in order of significance purchase, donations, exchange and legal deposit.

12 **Facilities and services**

Open-access. The most prized provision is that which permits the reader to move among the shelves to find those items which are most useful to him, and to sit and study them where he finds them.

Photocopy service. As an adjunct to this facility for the reader and as a substitute for lending to all who care to make use of it, there is a speedy photocopy service. Postal requests are met within 24 hours and personal callers can claim their copies within minutes. 161,000 items were copied in 1967.

Enquiry service. There is also a mainly postal enquiry service. It is severely limited at the moment, due to lack of sufficient qualified staff in the Holborn Division. This restriction reflects the earlier more passive policy adopted by the Board of Trade in its administration of the Patent Office Library.

13 *Publications.* Several publications are issued to help readers to use the Holborn Division of the Library to the greatest advantage. There is a handlist of current periodicals, of which a fourth edition is in preparation for the Holborn Division. A first edition for the Bayswater Division is also in preparation, and this will cover all periodicals except the 2,500 Slavonic, closed sets as well as current. There is a booklet Guide to the Holborn Division, with a new edition in preparation which will include the Bayswater Division. There is a series of *Notes to readers,* a simple bulletin of comment on and explanation of the Library's functioning. There is a series called *Aids to readers,* the individual issues of which explain in fair detail a particular aspect of the Library's stock or facilities.

14 **The buildings to date**

In 1907 the present Holborn Division main building was occupied. It is a fine Victorian structure within the Patent Office and it will overflow this year.

In 1962 an open-access Annexe to the then Patent Office Library was opened in the basement of nearby Chancery House. It houses the collection of foreign patents, and the patent agents, without suggesting any other solution, have never forgiven the Library authorities for separating this material from the main Library. It will last until 1975.

In 1966 the extra staff and literature which had been assembled within the British Museum were evacuated to Bayswater. They occupy spacious premises above Whiteleys department store. The accommodation as a whole is quite unsuited to open-access. It will last until 1972. Later in the year, it is planned to let readers into the Bayswater Division on a closed-access basis only.

15 This bare outline of the accommodation can only hint at the gravity of the accommodation problem. The Holborn Division is a victim of its own success. There were 83,000 visitors in 1960; last year there were 145,000. The rapidly increasing readers quarrel over the rapidly diminishing space. More and more recent literature has gone into store, but this will be full up this year and there is nowhere else to put it. There is nowhere to house an expansion for the photocopy service, which is increasing at the rate of 20% per annum.

16 Staff quarters at Holborn are cramped and inconveniently scattered in the Patent Office building. The Ministry of Public Building and Works has recently found that some of the public galleries are overloaded, and this danger to the public is currently being dealt with by removing literature, thus aggravating the already grave space problem.

17 In 1966, the alarm was raised about the fact that there would by 1968 be no space left to use at Holborn. The Ministry of Works recently suggested Faraday House, in Southampton Row, as an annexe, but very soon indicated reluctance to carry out the work essential to make the building usable. The latest position is that their surveyors indicate that the age and condition of the building make it inadvisable to take it for any purpose at all.

18 **The new building**

In 1960 there was a public statement that a new building would be put up and occupied by 1965. It was to be shared with the Patent Office on the South Bank site which is adjacent to Waterloo Bridge and is owned by the G.LC.

From 1960-1964, the new building was planned with the Ministry of Works. One disadvantage of the shared building related to the fact that the Patent Office has a statutory function. As its work increased, so necessarily did its staff, and so did its share of the new building. In the plans for the limited site, the net result was that the Library became increasingly cramped and there was insufficient accommodation to meet the agreed requirements.

In 1963, the Royal Fine Arts Commission vetoed the building plans. The reason was never wholly clear; there were several possible reasons for disliking the building.

In 1964, the Government decreed that no more office building could take place in London. Although the Library was not subject to this edict, the Patent Office was. Further work on the building was therefore held up pending a decision on the future location of the Patent Office.

By 1966, the delays in the building highlighted the growing size of the Library's collection of literature. The Library that would have fitted the promised 1965 building with space to spare had, without exceeding its terms of reference, increased in volume over the years, so that there was now some likelihood that it would fill the shrunken building by the time moving-day was reached.

In 1967 the G.L.C. withdrew the South Bank site.

In 1967, a little later, the Ministry of Public Building and Works appeared to offer a site at Vauxhall to the Museum authorities. This was accepted for the N.R.L.S.I. It was then withdrawn.

19 Throughout this unfortunate history, certain requirements for the building have remained constant, and are still valid today. They are:

(a) Complete open-access for all currently useful material

(b) Genous vertical communications

(c) A flexible arrangement of internal space

(d) Liberal provision of reading positions among the shelves

(e) Full catalogues

(f) Special focal collections of dictionaries, reference works, and such non-standard forms as publications on cards, microforms, etc.

(g) Air-conditioning

(h) A lecture-theatre suite

(i) Exhibition space

Minor details include:

(j) Telephone booths inside the Library (for readers' use in discussing their findings)

(k) Carrels (for noisy workers, *e.g.* typers, tapers, dictators)

(l) Lockers (for readers' own equipment)

(m) A public buffet.

Services planned for the new Library

20 N.R.L.S.I. taken as a whole is still in the formative stage. The preparatory work at Bayswater is intensive on a narrow front. When this is completed and the Bayswater Division is going at a natural rate, the staff already in post will be available to extend their activities into the full range of future services. Some of these are developments of the existing facilities; some are new.

21 *Photocopy service.* This will be extended to meet any demand made upon it. There is no geographical limit for an efficient photocopy service, from the points of view of both source of supply and location of customer. (This point is developed later.)

22 *Information service.* This will cover the whole range of information provision from published sources, stopping short of critical evaluation and quasi-legal patent searching.

23 *Bibliographical service.* In addition to such annotated reading lists as may be compiled as part of the information service, the Library will issue sectional bibliographical guides on its own initiative. These will be most useful when they collate that literatury which is separated by the internal classification of the Library.

24 *Linguistic service.* A great deal of money is spent by industry in paying for translations. Often, the value of the original is not determined until the translation has been made, and it may turn out that the money has been wasted. There are not enought linguist/subject specialists available for this to be justifiable. It has always been the intention to make the linguistic resources of the British Museum available to scientist readers in the N.R.L.S.I. A linguist can very quickly help a scientist ascertain the value to him of a document, and thus to determine whether or not it is worth paying for a translation. Subject knowledge is not called for from the linguist, as long as the two work together.

25 *National referral service.* With the suggested accommodation of Aslib in the N.R.L.S.I. building, the further development on a fully national basis of the referral service already in existence is both feasible and desirable.

Educational role

26 The Library should continue and develop its services in the educational field. At present it runs a very successful introductory course on how to use the Library. It was offered as a five-evening course, but was altered to a full-day course at the request of readers from a distance.

27 The ignorance of how to use a large learned library effectively is a problem on a national scale. It undoubtedly distorts the results of any survey which attempts to determine by direct questionnaire the needs of actual and potential library users. The basic problem is best tackled in the universities at undergraduate level, but the N.R.L.S.I. is willing to widen its courses to a more general approach, if this is thought desirable.

28 Students of librarianship are already taken singly and in groups from the various library schools and Aslib courses on information work and patents include lectures in N.R.L.S.I. With improved facilities in a new building, N.R.L.S.I. would hope to take a more systematic and regular part in such studies. At present the conflict between the needs of readers and students in the open library inhibits adequate tuition.

Need for the National Reference Library of Science and Invention

29 It is difficult to deny the success of the Holborn Division of the Library. In 1960, there were 83,000 visitors. Last year there were 145,000. Figures even approaching this level have not been seen since before the war, when it was customary for scientists to carry out their own literature searches in contrast to the present-day pattern of one information scientist representing the interests of several colleagues.

30 The very steep increase in use may be explained by several possible factors, acting either separately or, more probably, together. The services and the stock of the Library have been considerably improved during the period; there has been slightly more publicity than hitherto, both unsolicited in the press and deliberate in the form of articles and lectures; most significantly, perhaps, the steep rise has taken place during the period of the removal of more than half the Science Museum Library to the National Lending Library for Science and Technology. It has already been stated by an eminent authority that after the last war the lending and reference functions of the Science Museum Library came into serious conflict. The further thinning of the literature has had the effect of diverting readers from South Kensington to Holborn, where their confidence in the completeness of the stock has not been undermined.

31 N.R.L.S.I. is in fact the most heavily used science library in the country. The figures derived at Holborn for items consulted + items photocopied per year exceed those for items lent, consulted and photocopied in any other scientific library under consideration. To be specific, the total use of N.L.L. is still less than the total use of the Holborn Division. (Briefly: N.L.L.S.T. loans run at about 700,000 a year; N.R.L.S.I. readers consult, on average, 24 items at least for each of their 148,000 visits, making, with the photocopies, a total of more than 3,700,000 items consulted this year).

The total stocks are not, however, strictly comparable, mainly because of the patents collection, but a more direct comparison is indicated by considering the number of consultations of conventional literature related to the number of current titles of periodicals. The figures are necessarily very approximate, but their order of magnitude shows that the density of use of the Holborn Division is between 5 and 6 times that of N.L.L. (Briefly: for N.L.L.S.T., 700,000 loans and 28,000 current periodicals provide a factor for density of use of 25; for the Holborn Division, 1,300,000 consultations of conventional literature, i.e. excluding patents, and 9,500 current periodicals provide a factor for density of use of 137).

32 The heavy and increasing use of the Holborn Division of the N.R.L.S.I. can most fairly be explained by the fact that it is, in whole or in part, meeting the needs of its customers, and that these needs are not adequately catered for elsewhere.

33 The great advantage of reference library is that, if it has open-access and a comprehensive stock with guaranteed availability, it most readily permits of thorough systematic subject searching to be undertaken with all the sense of urgency and immediacy that modern technological industry requires. There is no quicker way of searching a sequence or chain of references and finding what is needed, rejecting and selecting as the work proceeds, than by having all the literature there for consultation. And in this sort of work, the alternative to being speedy is to be frustrated or less than thorough. In the scientific field at least there is no other form of searching than by subject; approach by author or by any other specific description is no more than the second stage of a subject search.

34 By definition, for a subject approach, it is not possible in advance to know for certain what literature will be needed. This situation argues for a comprehensive library whose stock is not distributed by lending or other weakening of access such as microfilms or closed storage. If the literature is there and people know it is there and that they can get at it, they will come and use it.

35 There is no reason, anyway, to think that the N.R.L.S.I. is a "library of last resort", and outside the field of exact data searching, this phrase has little meaning in subject terms; the choice is usually between being thorough or casual, not between finding nothing or finding something.

36 To ensure the most efficient use of a scientific and technological library, it is necessary to have full coverage of subject fields and of literature forms. Interdisciplinary scientific studies and the growing inter-relationship of the technologies make it necessary in many cases for literature on any one topic to be drawn from apparently separate fields of publishing. Further, it is common for practised searches to exploit the resources of several different forms of literature. The survey of the Patent Office Library showed, for instance, that not only were patents heavily used by information workers, but that they were regularly used in conjunction with the periodical literature on any one visit.

37 The desirability of a comprehensive collection of literature is reinforced by the needs of the patents system. Sometimes, the most critical information is contained in obscure or insignificant journals that might not reasonably be expected to be anywhere else in the country. There have been two examples of multi-nillion pounds litigation in this country in the last two years, in both of which the question of whether or not the N.R.L.S.I. had earlier made certain publications available was significant.

38 The question of a holding period for scientific and technical literature is related to the period during which it has validity. The original recommendation was for an average holding period of 50 years. Although this principle was accepted by the authorities, they could not stomach the arithmetical consequences. Recently it seemed possible that an average period of about 20 years might achieve a viable result. Some of the arguments for a shorter period are based on figures that show a considerably lower use of earlier material. The exponential decay shown by these figures should, however, be partly interpreted as reflecting the exponential increase in publishing over the same period in the forward direction; or, in other words, for earlier years less literature is available to read, anyway, and this reflects in the figures of use.

Double role of reference library

39 A comprehensive reference library will not only be very heavily used by personal callers; it will be in a very strong position to provide photocopies of most of its stock. The mainly postal photocopy service of the N.R.L.S.I. has for several years been increasing at the rate of about 20% per annum, and experience indicates that there would be no difficulty in scaling the service up indefinitely, without any delays being introduced in the one-day service.

40 The scientific and technological members of the community would remain as free as they are now to use the literature by searching in the reference collection, as well as receiving the literature they think they need in photocopy form through the post.

41 It is fortunate that the copyright situation is most relaxed in those areas of scientific literature which are most heavily used. It is permissible to make single copies of articles from scientific journals, and, in the case of patent specifications, copyright restrictions are waived by international agreement.

42 New electrostatic machines are already available which sacrifice nothing in speed, but which give vastly improved production of half-tones. There is every reason to suppose that this rapidly moving technology will introduce further refinements and improvements in the near future.

43 All these factors indicate that there may be considerable areas where the expense of maintaining a separate lending collection need not be incurred at all. The Director of the N.L.L.S.T. is on record as pointing out that the case for a separate lending collection in the field of science and technology is weaker than is that for a lending library in other fields. In doing so, he acknowledged both the higher proportion of periodicals in scientific libraries and the associated usefulness of a photocopying system.

44 Certainly, an examination of the relative costs of providing separate lending and reference collections might point to substantial savings being achieved by a far greater reliance on the dual role of the reference collection.

45 Location of N.R.L.S.L.

The Library needs to be in Central London. The reasons for this are several:

(a) The present Library is in London and is known to be well-used by people at a distance. Even the provincial patents collections are ignored in favour of N.R.L.S.I.

(b) London is the focal point for many business meetings, and professional activities. It is convenient and customary to call in to the Library while in London.

(c) The heaviest concentration of population is in the South.

(d) London is the least inconvenient single location from the point of view of general accessibility.

(e) A site in Central London has been promised to Parliament.

Within the general area of Central London, there are two criteria for the specific location of the N.R.L.S.I.:

(a) It should be on a site that can be shared with the National Reference Library.

(b) It should be near to the patents fraternity and to the Patent Office. In practical terms, this points to a site no further than half a mile from the present location of the Holborn Division.

APPENDIX 3 (C)

THE DEPARTMENT OF MANUSCRIPTS

I HISTORY AND SCOPE OF THE DEPARTMENT

1 The Department of Manuscripts is one of the three original Departments into which the British Museum was divided on its foundation in 1753, the others being the Department of Printed Books and the "Department of Natural and Artificial Productions", which covered everything else. Since that date it has undergone one major change, in 1867, when the manuscripts in Oriental languages were removed to form a separate Department of Oriental Manuscripts. The scope of the Department thus became limited to manuscripts and documents in European languages; but this does not mean that its interests are confined to Europe, as manuscripts in European languages may relate to any part of the globe. Thus, in the case of Asia, while manuscripts in Oriental languages are in the Oriental Department, translations of them into European languages, together with manuscripts and documents in European languages relating to Asia, are to be found in the Department of Manuscripts.

2 Within this framework the interests of the Department are catholic both in time and character. As mentioned above, they include almost every conceivable kind of written matter. And in addition to what are usually thought of as written documents, the collections include such diverse classes as illuminated manuscripts, manuscript music, manuscript maps, topographical drawings, and brass-rubbings. There are special collections of seal-impressions and bullae, Greek and Latin papyri and ostraca, manuscript facsimiles and microfilms.

3 Some indication may be given of the size of the collections, although, as in the case of printed books and for much the same reasons, the figures can only be approximations. Manuscripts in the stricter sense amount to some 75,000 volumes, and a volume may consist of either a single literary or historical text or an assemblage of several hundred letters or documents bound up together; there are about 100,000 charters, *i.e.* single documents, usually of legal or official character; 20,000 detached seal-impressions and casts; and smaller numbers in other categories (*e.g.* 3,000 papyri).

II ORGANISATION OF THE DEPARTMENT

4 Although very much smaller than the Department of Printed Books, the Department of Manuscripts is, in point of number of staff, the second largest department in the Museum. Moreover, because of the exacting nature of the work and the expertise required for the cataloguing of manuscripts, the Department has a much larger proportion of higher staff, *viz.* 16 in the Keeper grades out of a total strength of 47, than the Department of Printed Books. The higher staff comprises 1 Keeper, 3 Deputy Keepers, 13 Assistant Keepers and 6 Research Assistants. Owing to the wide range of the Department's interests, and unpredictable changes in the incidence of work, any rigid departmentalisation would be uneconomic, and, granted the present size of the Department, impracticable, with one exception. This is the Sub-Department of Modern Historical Papers, created in 1948 to deal with the large collections of such papers which were threatening to swamp the Department. The Sub-Department, staffed by 1 Deputy Keeper, 2 Assistant Keepers and 3 Research Assistants, deals with the collections allocated to it through all stages from initial sorting to final cataloguing and indexing. To enable them to concentrate uninterruptedly upon their work, the staff of the Sub-Department are to a large extent relieved of other tasks falling upon the Department and detailed below.

5 The duties of the remainder of the higher staff fall into two main categories: (a) arranging, cataloguing and indexing manuscripts for the *Catalogue of Additions*, including the reading and checking of proofs, and (b) a variety of duties connected with the services to the public, including serving as Superintendent of the Students' Room; dealing with enquiries from members of the public, whether by letter, telephone or personal visit; arranging exhibitions and loans; dealing with problems arising out of photographic applications; examining applications for export licences. The respective proportion of time devoted to each of these categories cannot be exactly evaluated, and is of course a variable factor, but probably not more than one-half is available for work on the *Catalogue of Additions*. This is a most important consideration, the effect of which is discussed in Section IV below.

III ACQUISITIONS POLICY

6 It is only just that in considering acquisitions first place should be given to gifts and bequests, a steady stream of which has added many important, and often outstanding, manuscripts to the collections throughout the whole period of its existence, from the gift of the original of Swift's *Journal to Stella* in 1766 to, say, the autograph manuscripts of Lytton Strachey's *Eminent Victorians*, presented in 1967. Nothing indeed is more remarkable than the extent to which these benefactions continue to arrive despite the deterrent of high taxation and the astronomical rise in the value of most classes of manuscripts. For instance, the bequest, in 1941, by Mrs. Yates Thompson of the incomparable illuminated manuscripts collected by her husband, the late Henry Yates Thompson, is unquestionably the most magnificent gift of its kind which the Museum has ever received. In the experience of the Department, it is the popular prestige of the British Museum as a whole which, more than any

other single factor, has prompted these gifts. This is something which those who wish to separate the Library Departments from the Museum will ignore at their peril.

7 A manuscript library cannot rely wholly on gifts and bequests, but must be prepared to make purchases if it is not to lapse into apathy and stagnation. Furthermore, as the premier manuscript collection of the nation, the Department is under an implied obligation both to build up as wide and respresentative selection of material as possible, and to provide a home for outstanding national treasures. In the last century, the Keepership of Sir Frederic Madden (1837–1866) saw the introduction of a vigorous purchasing policy which greatly extended the size and scope of the collections. Madden often spent sums of the order of £3,000 per annum, an amount equivalent to-day of perhaps £50,000, £100,000 or even more, depending on the nature of the manuscripts involved. Since those days the proportion of the total Museum purchasing grant which has been available for the acquisition of manuscripts has steadily declined, while prices of manuscripts have as steadily appreciated. As a result, special purchases now have to be financed either through Parliamentary grants or out of special funds under the control of the Trustees, in either case frequently augmented by generous contributions from such bodies as the Pilgrim Trust, the National Art-Collections Fund, or the Friends of the National Libraries. In these circumstances, purchases must necessarily be few and highly selective, and tend to represent what is possible rather than what is desirable.

8 In one field, indeed, a planned programme of acquisition has proved possible. This is the scheme, sponsored jointly by the British Museum and the Arts Council, for the collection of representative specimens of autograph manuscripts of modern British poets. The manuscripts thus acquired are incorporated in the collections of the Department of Manuscripts, and since its inception in 1962 the scheme has produced results sufficient to justify a full-scale exhibition held in the summer of 1967.

9 As might be expected, statistics of acquisitions fluctuate widely from year to year. Over a very long period they tend to average something like 300-400 volumes a year, but acquisitions such as the 937 volumes of the Holland House Papers, or the 773 volumes of plays from the office of the Lord Chamberlain, falsify such figures at a stroke. The Department has no source from which it receives a steady accretion of material, and the position is entirely different from, for instance, that of the Public Record Office, which is constantly being fed by the output of Government departments.

IV THE CATALOGUES OF THE DEPARTMENT

10 The cataloguing of manuscripts is an entirely different process from the cataloguing of printed books. Each manuscript is a unique and individual production, presenting its own problems to the cataloguer. Variety in character and make-up is almost infinite, and fixed rules and procedure can only be applied to a very limited extent. Standards of cataloguing are constantly rising, and with them the amount of information required by way of description and bibliography: the description of a long and complicated medieval manuscript may, for example, almost acquire the character of a miniature monograph. In these circumstances it has always been recognised in the Department that cataloguing, at its highest level of final revision of the catalogue for printing, demands the greatest experience and technical knowledge.

11 It has long been the settled policy of the Department to issue printed catalogue and indexes of all its collections. The principal catalogue of the Department is the *Catalogue of Additions to the Manuscripts in the British Museum,* which has developed into its present form over a long period. Its origin was almost accidental. In 1841 it was suggested that a number of the annual printed lists of accessions should be bound up and provided with an index. The reports for the years 1836-1840 were thus brought together and indexed, the completed volume appearing in 1843. The method of publication proved useful, and was continued. Between 1868 and 1875, however, work was suspended, and the Department embarked on the greatest experiment in its history, the compilation of an entirely new catalogue of all its collections, arranged on a subject basis. Descriptions from existing catalogues were cut up and mounted in over 100 large folio volumes, which were intended to form the groundwork for a series of specialised catalogues covering the whole range of subjects, and supplemented by a general index. A few of these specialised catalogues, such as the *Catalogue of Romances,* eventually achieved publication, but the scheme as a whole was too grandiose for realisation, and the "Class Catalogue", as the series of folio volumes is called, though available in the Students' Room and kept up to date by insertions from new publications as they appear, remains a torso. It is significant that the Keeper of Manuscripts who planned the Class Catalogue, Sir Edward Bond, subsequently became Principal Librarian, and in that capacity initiated an even more grandiose, but this time successful, scheme, the General Catalogue of Printed Books.

12 After 1875 the *Catalogue of Additions* was resumed, and arrears which had accumulated were cleared off by 1880. Thereafter, production was continued uninterruptedly and up to date until 1914. Since then a variety of causes, including the upheaval of two world wars, long periods of understaffing, and the increasing demands of the public have caused the Catalogue to fall seriously into arears. In 1950, when the *Catalogue of Additions for 1921-1925* was published, arrears had mounted to 25 years. Since 1950 they have still further increased, but the overall picture is not so gloomy as might appear at first sight: a special ten-yearly volume, covering the years 1936-1945, is well advanced, and only awaits revision of the index; if, as hoped, publication can be achieved by 1970, the position will at least have been stabilised. There can, however, be no prospect of effecting any further reduction of the arrears so long as the public services continue to expand unaccompanied by any corresponding expansion of staff.

13 It is easy to criticise the *Catalogue of Additions*. The system whereby the manuscripts are described in the (purely fortuitous) order in which they were acquired makes any subject-arrangement impossible (though subject-headings in the Index may mitigate this); and it is difficult to maintain an overall balance when dealing with so many and so widely disparate types of material. Nevertheless it has one outstanding merit, in that it ensures that, up to a given date, *all* accessions are described and indexed. The *Catalogue of Additions* is in fact a unique production. Other manuscript libraries of comparable size and scope may have great series of specialised catalogues, usually in varying stages of completion, but none has a single comprehensive catalogue covering all types of manuscript material and kept constantly in production.

14 Traditionally, the final revision of descriptions for the catalogue, and the main burden of seeing the volumes through the press has been shouldered by successive Keepers of the Department, one of whom (Sir Harold Bell) characterised it as the most exacting of all his duties. Increasing pressure of adminstrative work has, however, made it impossible for the Keeper to continue to edit the catalogue, and since 1954 the task has been formally devolved upon the Senior Deputy Keeper, who in this capacity controls the work of all members of the staff engaged on cataloguing, except in the case of manuscripts assigned to the Sub-Department of Modern Historical Papers.

15 The proliferation of catalogues is bewildering to the outsider, and to guide the student through the maze a hand-book, *The Catalogues of the Manuscript Collections*, was issued in 1952. Even so, a general search through the various indexes, some thirty in number, is a cumbersome and time-consuming process. At various times in the past schemes have been mooted for compiling a unified index to the entire collections, and this is at last on the way to becoming a reality. The individual entries in the indexes, numbering nearly 400,000, are being cut up and mounted on cards, and sorted into alphabetical order. From these cards, after a certain amount of essential revision and normalisation, it is intended to produce the General Index by photolithography, using a process similar to that employed for the new edition of the General Catalogue of Printed Books. The first stage, of mounting and sorting the material, is almost complete, while revision has made good progress. It is too early to forecast a publication date, but even in its present unfinished form the Index, which is available only to the staff, is proving an invaluable time-saver.

16 Although the Trustees have ordered that absolute priority should be given to the *Catalogue of Additions*, production of other catalogues has not been wholly in abeyance. A catalogue of the manuscript material in the Ashley Library, a priceless collection of English literary manuscripts of the 19th and early 20th centuries, is well advanced and already partly in proof. A catalogue of the Yates Thompson manuscripts has been begun, and will be a major publication on a scale worthy of its subject. In other fields, the *Catalogue of Irish Manuscripts* had been completed, with publication of the third and final volume, containing the indexes, in 1953, while a *Hand-List of Music Manuscripts*, to act as a stopgap until production of the *Catalogue of Manuscript Music* can be resumed, is in active preparation. An extensive programme of reprints of out-of-print catalogues has also been undertaken, and eighteen volumes re-issued.

17 Finally, it would not be right to close this survey without some reference to works by members of the staff which, though not published by the Museum, are intimately connected with the activities and collections of the Department. Outstanding examples of such publications are *The Diary of Humfrey Wanley*, the Harleian Librarian, by C.E. Wright, and *Medieval Cartularies*, by G.R.C. Davis, both Deputy Keepers in the Department.

V THE MANUSCRIPT STUDENTS' ROOM

18 The Manuscript Students' Room has accommodation for approximately 60 students. It is open each week-day from 10 a.m. to 4.45 p.m., a total of 40½ hours weekly. Entrance is by ticket of admission, available to all serious enquirers over the age of 21. The policy of the Reading Room, to restrict access to readers who cannot find the books they want in other libraries, obviously cannot be applied to students of manuscripts. With very few exceptions, the entire collections, including the mauscripts on exhibition, are freely available to students.

19 The unique quality of manuscripts, their relatively high financial value, and the number and variety of students using them, make it impossible to allow open access, and supply must therefore be from storage. Although, owing to exigencies of space, this storage is scattered over a wide area, the Department has always striven to provide a prompt service, and manuscripts are normally supplied within ten minutes. Supply is maintained by Library Assistants for the less valuable items (which naturally form the great majority) and by Clerical Officers for the more valuable and exhibited manuscripts. A very high degree of supervision is provided by two Assistant Keepers, acting as Superintendent and Deputy Superintendent; by the Executive Officer in charge of the Students' Room, who maintains records and generally supervises the service; and by a Clerical Officer whose duties also include interviewing, in the first instance, visitors to the Department.

20 Other facilities for students include two microfilm readers, and an ultra-violet lamp, while shelving round the walls contains a selection of essential reference books. This selection is not extensive, since students have the whole resources of the Library close at hand in the Reading Room, whence books can also be transferred to the Students' Room on request.

21 Pressure on the Students' Room has increased markedly in the last few years. In 1957 a large extension of the Room was built, increasing its capacity from 37 to 60, but there are already signs that this is becoming inadequate. The annual number of attendances, which in pre-war years remained remarkably steady at round 11,000–12,000, did not rise appreciable above this level until 1960. From then onwards the figures of the annual attendances and numbers of manuscripts issued tell their own story:

	1960	1961	1962	1963	1964	1965	1966	1967
Attendances	13,000	12,893	12,998	14,476	15,394	15,409	16,471	18,392
MSS. issued (excluding charters)	47,447	47,253	45,666	52,401	58,002	64,189	69,713	75,122

22 It is clear that both extra accommodation, and additional staff to deal with the increasing demand, are urgently required, but at the present time the prospect of obtaining either is remote.

23 Consideration has repeatedly been given to the possibility of lengthening the period of opening, on the lines of the late opening of the Reading Room, but with a much smaller staff the difficulties are formidable. It has in fact proved far from easy to obtain sufficient staff who can be trusted to handle objects of great value, and so far from taking on fresh commitments, it has required a concerted effort by all concerned to maintain the existing service during the height of summer, when pressure on the Students' Room is at its greatest.

VI OTHER PUBLIC SERVICES:

CORRESPONDENCE, PHOTOGRAPHY, EXHIBITIONS

(a) Correspondence

24 In the last thirty years, and particularly since the end of the war, correspondence from the public has shown a massive increase. The number of items recorded in the correspondence register of the Department in 1932 was 1,782; in 1967 it was 8,370. Over the last seven years the average increase has been between 5% and 6% per annum, and, as the following figures show, there is no sign that a plateau has been reached:

1960	1961	1962	1963	1964	1965	1966	1967
5,425	6,116	6,220	6,681	7,162	7,906	7,854	8,370

25 Subjects of letters range over the widest possible field. They are welcome to the extent that they provide evidence of growing public awareness and interest, and there is no doubt that a sympathetic attitude to correspondence earns dividends in the form of goodwill. On the other hand, the increase in work is a source of anxiety, since all letters must be answered with reasonable promptitude, and the time so spent must inevitably be deducted from other no less vital services, including the cataloguing of the collections.

(b) Photography

26 The photography of manuscripts gives rise to a number of problems, such as the need to safeguard fragile materials, to limit wear and tear, and to maintain security of valuable objects while the identification of the items required may involve research, not infrequently at Assistant Keeper level. The requirements of the Copyright Act are a further complication. Many people are unaware that copyright in unpublished manuscript material subsists indefinitely, and although the Museum has a dispensation under the Act to supply without formality photographs of material more than 100 years old, applications for the photography of more recent items have to be carefully checked to ensure that the written consent of the copyright owner has been obtained.

27 The increase in photographic orders has been even more spectacular than that of correspondence. The total numbers of orders received is not a very satisfactory yardstick, since an order may cover anything from a single page to fifty complete manuscripts, but over a period they suffice to give a general idea of growth:

1960	1961	1962	1963	1964	1965	1966	1967
1,939	2,173	2,302	2,524	2,823	3,164	2,923	3,679

28 Photography has proved one of the most intractable problems in the Department, since each time capacity has been increased, demand has increased still further. This is particularly true in the case of microfilms, requirements for which appear to be limitless. With other types of photography the position is reasonably satisfactory. The advent of 35mm. colour transparencies, which are particularly advantageous in the case of illuminated manuscripts, has opened up a whole new branch of work: in addition to specific orders, a stock of over 3,000 master transparencies, from which copies can be made to order, has been built up and is constantly being increased. The stock of black and white negatives (including negative microfilms) from which also prints can be made, exceeds 23,000. Specimen prints of most of these are available in the Students' Room, where various indexes to them can be consulted.

29 The policy of the Department regarding photography has as its ultimate aim the concentration of all photography of manuscripts within the Department itself. Two small studios recently fitted up in the Department have gone some way to making this possible, but here again space is the problem. Photography within the Department simplifies administration, enables queries to be settled on the spot, reduces wear and tear on the manuscripts, saves time on transport and improves security, and generally helps to speed the service to the public.

(c) Exhibitions

30 Lastly, it is through its exhibitions that the Department makes its principal contact with the public at large, many of whom scarcely realise that the showcases before them contain only a minute fraction of the total riches of the collections. Indeed the exhibition space of the Department, some 8,500 square feet, is far too small, and makes it impossible for all the various types of material to be adequately represented. This, coupled with the fact that the Department possesses so many world-famous treasures, such as the Codex Sinaiticus, the Lindisfarne Gospels, and Magna Carta, which the casual visitor expects as of right to find on view, drastically limits the Department's ability to make large-scale and frequent changes in its exhibition. A permanent, almost static, exhibition is thus inevitable. Though this has its disadvantages, it does facilitate the publication of guide-books, and the recent reorganisation of the exhibition of illuminated manuscripts in the Grenville Library has been followed up by the issue of a new guide to what is now the best integrated and visually the most attractive section of the exhibition.

31 Since the permanent exhibition occupies nearly all the available space, the Department cannot organise temporary exhibitions of its own, except on a very small scale. It does, however, contribute largely to temporary exhibitions elsewhere in the Museum, especially those staged in the King's Library by the Department of Printed Books. It also lends to exhibitions outside the Museum both at home and abroad, in the latter case particularly to large international exhibitions such as those organised under the auspices of the Council of Europe. Exhibits for such prestige occasions must necessarily be of the highest quality, and although it is true that the lending of such objects secures credit both for the Museum and for the nation, the responsibilities are heavy, involving elaborate security measures and the escorting of exhibits in transit by members of the staff.

32 To sum up, the Department offers to the public a variety of different services. It would gladly improve and extend these, but under existing conditions, with the resources of the Department fully stretched, it can only improve one at the expense of others. What it might be possible to achieve under more favourable conditions in the framework of a new National Library will be considered in the next section.

VII THE DEPARTMENT OF MANUSCRIPTS IN A NEW NATIONAL LIBRARY

33 The additional space and facilities likely to be available to the Department in a new National Library will, if backed by the requisite staff and funds, provide it with the opportunity both to improve its existing services and embark upon new ones. More and better accommodation for students, with such adjuncts as special rooms for the use of typewriters and tape-recorders, must clearly receive first priority, whether or not accompanied by longer opening hours. In the field of cataloguing, unremitting pressure will have to be maintained in the production of the *Catalogue of Additions,* but this should be supplemented by a range of specialist catalogues of the kind which the Department used to publish in more spacious days. Even more urgent, however, is the re-cataloguing of the older collections. Hitherto the Department has achieved this in the case of one collection only—the Royal Manuscripts, the new catalogue of which, the fruit of 30 years' intensive work, appeared in 1921. Should work of this kind prove possible, priority should undoubtedly be given to a new catalogue of the Cotton mauscripts, plans for which were laid before the war. Hardly less urgent is a new catalogue of the Harleian manuscripts: large stretches of the existing catalogue, published in 1808, consist in fact of descriptions penned by Harley's librarian, Humfrey Wanley, 250 years ago.

34 The application of computer techniques to the cataloguing and indexing of manuscripts is still in its infancy, and the problems involved are currently being intensively studied in America. There is, however, no doubt that it will play a vital role in the future. The General Index to the collections, mentioned in Section IV above, should obviously be put on tape, so that it can be constantly updated by the incorporation of additions and corrections. By this means information from it in the form of print-outs could be made instantly available not only within the Department but to any enquirer with access to a telex line. Eventually not only indexes, but the catalogues themselves will have to be converted to machine-readable form.

35 At the same time there are likely to be great developments of photographic techniques, particularly in the field of micro-reproduction. Means of visually inspecting material at a distance will also come into use. By such measures the collections not only of the Museum but of other manuscript libraries will become directly accessible to an ever-widening circle of students.

36 In the field of education, the scope for expansion through the media of exhibitions and publications of all kinds is limitless. In one branch of learning, the science of palaeography, the Department is uniquely qualified to foster instruction, since this can only be effectively taught by the study of original manuscripts. The new building should therefore provide for rooms in which seminars of palaeography could be arranged, thus enabling the Department to regain the leading position which it held in the days of the Palaeographical and New Palaeographical Societies.

37 Another principal aim which the Department should set before itself is the establishment of a bibliographical information centre on manuscripts, collaborating closely with, for instance, the National Register of Archives. The primary task in this field would be to follow the American lead in bringing together information on a nation-wide basis. Here also the introduction of computer techniques is likely to play a vital part.

38 All these various projects will vastly extend communications between the Department and its users, and it may be asked whether such extensions should not include the lending of manuscripts outside the Museum for private study. Existing legislation does not permit such loans, and all the reasons which have been adduced above for maintaining in a central place one permanently available copy of each printed book apply with very much greater force to manuscripts, every one of which is necessarily unique. The heavy use currently made of the collections, as indicated by the figures given in Section V above, show that a loan policy of such generosity would result in chaos, since users of the Students' Room, who may have made long journeys for the purpose, would not know from one day to the next what would be available to them. Added to this is the risk of irreparable loss or damage in transit, and the inevitable additional wear and tear. All these factors point to the desirability of maintaining the present policy of non-lending, coupled with a vigorous expansion of facilities for rapid reproduction.

39 The developments sketched above, and many others which might be envisaged, are bound to lead to a much closer degree of collaboration between the Department of Manuscripts and other manuscript libraries in this coutry, to their mutual benefit. This does not, of course, involve any policy of centralisation, such as is to be found, for instance, in France, but is more likely to find expression in some voluntary and relatively informal organisation of a kind more acceptable to the nation.

APPENDIX 3. D.

DEPARTMENT OF ORIENTAL PRINTED BOOKS AND MANUSCRIPTS

ROLE OF THE DEPARTMENT

1 Its function is to complement the collections of the Department of Printed Books and the Department of Manuscripts by building up a national reference library of books and manuscripts in the languages of Asia and North Africa, and making them available for public use.

2 The library operates within well-defined linguistic boundaries, is staffed by specialists trained in the languages and culture of Asian countries, and has collections which are widely representative of Asian literature both ancient and modern, printed and manuscript. From its own resources it is able to mount exhibitions on Asian themes, to produce scholarly catalogues of its stock and to offer a comprehensive information service to the public.

3 Nevertheless, the library is essentially a part of the national collection of world literature. Its books and manuscripts in Asian languages are inseparably related to the collections of western printed books and manuscripts on the one hand, and to the early written records generally classed as museum objects on the other.

4 The Department functions, therefore, not in isolation but in a close relationship with the rest of the library. It has also close links with the antiquities departments of the Museum, and with other specialist libraries and centres of Asian scholarship in Britain.

SCOPE OF THE COLLECTIONS

5 The Department's collections contain books and manuscripts of research value in all the written languages of Asia and those of North Africa which use a non-roman script. The field of coverage is all subjects except pure science and technology, which are the responsibility of N.R.L.S.I. Books on Asia in western languages are left to the Department of Printed Books.

6 In all, 285 different languages are represented in the Department's collections.

SIZE OF HOLDINGS

7 1 Total footage of shelving occupied by printed books: 17,710 linear feet.

(a) In stackrooms at Bloomsbury: 15,862.
(b) On open access in Students' Room: 400.
(c) Moved to temporary storage at Bayswater: 1,448.

2 Total footage of shelving occupied by manuscripts: 2,456 linear feet.

3 Approximate number of volumes of printed books: 250,000 vols.

See appended sheet 'A' for analysis of stock by principal languages.

4 Approximate number of manuscripts (including single sheets) 35,000.

5 Annual accessions.

During the year 1967, January to December, acquisition figures were as follows:

(a)	Books (bound volumes)	9,717
(b)	Periodicals and newspaper issues	14,848
(c)	Manuscripts	48

Analysed by method of acquisition, the above figures may be broken down as follows:

(a)	**Books (bound volumes)**	
	Purchased	7,752
	Donated	602
	Acquired by exhange	1,363
(b)	**Periodicals and newspaper issues**	
	Purchased	5,937
	Donated	3,965
	Acquired by exchange	4,946

For full statistics of accessions during the ten years 1958-67, analysed by type of publication and method of acquisition, see appended sheet 'B'.

6 Withdrawals from stock: none.

ACQUISITIONS: POLICY AND PRACTICE

1 Policy

8 In common with the Department of Printed Books, this Department aims at a broad general coverage, as nearly as possible comprehensive, of books of scholarly value on the humanities and social sciences in its allotted field. At the same time it endeavours to add to its collections of manuscripts in the languages of Asia and North Africa whenever opportunity offers, although manuscripts of significant value become scarcer year by year.

The statement "as nearly as possible comprehensive" must be qualified by the following conditioning factors:

9 (a) **Insufficiency of funds**
Annual purchase funds are never enough to buy all the books judged to be of suitable quality for the national collection. This is particularly true of large-scale reprints, source materials, and runs of periodicals and newspapers on microfilm. Priorities have constantly to be allotted.

10 (b) **Shortage of space**
The Department has always been starved of storage space for books and accommodation for staff. Short-term palliatives are adopted from time to time, but with the limitations of the present building, outside storage has now become inevitable.

11 (c) **Increase in publication throughout Asia**
Asian countries now account for a significant proportion of the world's book production. Japan, for instance, publishes between 20,000 and 25,000 new titles every year and ranks among the top five book-producing countries of the world. China will ultimately reach a similar level.

12 In Asia generally, the quality of books is improving and the volume of production rising all the time.

13 (d) **Rise in book prices**
This is a serious factor in those Asian countries where the standard of living is rising. The *average* scholarly book from Japan now costs about £3, as compared with £1 or less a few years ago.

14 (e) **Limited demand for Asian books**
Despite the importance of Asia in the modern world, Asian languages are still too little known in this country. Comparatively few students are attracted to those departments in British universities where such languages are taught, and the number of scholars competent to carry out research in these languages is correspondingly restricted. This state of affairs is likely to persist for some time. Consequently, this Department of the Museum is catering to a minority demand, albeit an important one, and this fact has adversely affected the size of the purchase grant allocated to it.

15 There are, however, unmistakable signs of a small but growing interest in the literature of Asia, which is reflected in the increasing numbers of readers using the Oriental Students' Room of the Museum. More than ten thousand visits by readers have been recorded annually over the past four years. These figures include not only British students of Asia but also large numbers of visiting foreign scholars.

16 (f) **Changes in pattern of users' needs**
Once the exclusive domain of the antiquarian researcher, working largely with manuscripts, this Department is now catering more and more to a demand for printed books. The essential tools of modern scholarship are now being acquired and supplied for use in great quantities, with the result that an increasing proportion of the staff's time is taken up with the processing of currently published books from Asia. This has certain implications for the pattern of staff recruitment in the future, which are referred to under 'Staff and Organisation' below.

2 Acquisitions practice

17 (a) New books are ordered directly from Asian countries, generally using national bibliographies and commercial book lists as the basis for selection. In a few cases wider coverage is ensured by enlisting the help of Asian booksellers in selection. Second-hand books are acquired from the same Asian sources, supplemented by occasional purchases from orientalist booksellers in this country, in Europe and America.

18 Manuscripts of literary, historical and artistic interest are acquired at the rate of between 40 and

100 each year, but opportunities for buying manuscripts of significant value from Asian countries are steadily diminishing.

(b) **Assessment of priorities**

19 Nowadays the acquisition of printed books tends to take precedence over that of manuscripts, unless the latter contain hitherto unrecorded works or are artistically outstanding.

20 Book selection in any library implies the allocation of priorities among books of different quality. This is an essential part of the librarian's work. But to emphasise whole categories of literature at the expense of others is undesirable in the national library. In the university library, or any library of more limited scope, such a course may be dictated by short-term policy or by force of circumstances. Current fashions in research, the temporary ascendancy of one language or area of study over another, the active interest of individual professors in building up resources in their own subjects: all these may and often do influence the book-buying policy of the university library.

21 But the national library does not allocate priorities on this basis. It must take a long-term view, giving due attention to those subjects, literatures and languages which will be the object of scholarly research in the future. This Department of the British Museum therefore seeks to give equal emphasis to all the languages and cultures of Asia within its purview, in proportion to the significance and scholarly value of their literature. Its book selection is not geared to the amount of current use or interest in a language at a given time.

EXPENDITURE ON LIBRARY SERVICES

(a) Book fund

1958	£2,500	1963	£ 9,000
1959	£5,000	1964	£10,000
1960	£6,000	1965	£12,000
1961	£6,500	1966	£13,000
1962	£7,000	1967	£15,000

[N.B. These figures include the cost of most manuscripts, but a special additional grant may occasionally be made in the case of manuscripts of unusually high price.]

(b) Cost of Xerox copies of catalogue cards (borne by H.M.S.O.)
during 1967: £980.
(Approximately £82 per month.)

(c) Cost of binding: included in general Museum vote.

(d) Staff salaries: included in general Museum vote.

CATALOGUING

23 New books are catalogued within a few months after receipt. Catalogue entries for printed books are reproduced by Xerography in multiple copies and filed in card catalogues in the Oriental Students' Room in three sequences: under authors' names, under titles and in some cases under subjects. A separate catalogue exists for each language dealt with by the Department. Copies of all new catalogue entries are sent for incorporation in the Union Catalogue of Asian Publications at S.O.A.S.

24 In addition to these card catalogues, detailed printed catalogues are published from time to time, covering books or manuscripts in a particular language acquired since the date of the last printed catalogue. These catalogues in book form are distributed all over the world and provide one of the Museum's most useful services to scholarship, acting as authoritative bibliographies in their field.

A list of publications issued by the Department during the past ten years is given in appended sheet 'C'.

STAFF AND ORGANISATION

(a) **Specialist staff**

25 The Department has ten language specialists on the permanent staff and five part-time assistants, all qualified in one or more languages of Asia. Their duties include critical book selection, cataloguing, classification, bibliographical research and information work. In order to cope successfully with questions from the public on any aspect of the collections or of oriental literature in general, these senior members of the staff need to have a sound training in the whole cultural background of the area in which they specialise. They also need to be versatile, able to cope equally with early manuscripts and modern printed books. This is a source of strength for the Museum, enabling it to give an effective information service in a field where bibliographical expertise is uncommon.

26 Considering the range of languages and cultures which the Department is called upon to cover, however, the staff is still far too small. One person, for instance, is expected to deal with the whole area of South-east Asia and to cope with such diverse languages as Thai, Vietnamese, Burmese, Malay, Javanese and Indonesian. Furthermore, there are areas particularly rich in antiquarian material and manuscripts, where at least two specialists are needed, one for early and one for modern material. Few Arabists are equally at home with, say, Koranic studies and with the politics of the Arab League.

27 The senior staff structure of the future, therefore, is likely to require specialists in both antiquarian and modern literature.

(b) **Administration** The direction of policy and the control of administration are in the hands of the Keeper and Deputy Keeper, in consultation with some or all of the Assistant Keepers when necessary.

29 The junior, non-graduate staff of the Department number 16; they are responsible for manning the Students' Room, for photographic work, card filing, book supply, typing and administration.

30 The total staff of the Department for 1968 is as follows:

Library staff and organisation: 1968

PERMANENT STAFF		
Language specialists, professional grades	Keeper	1
	Deputy Keeper	1
	Assistant Keepers	7
	Research Assistants	2
Non-professional grades	Executive Officers	2
	Clerical Officers	5
	Conservation Officer	1
	Personal Secretary	1
	Paperkeeper	1
	Library Assistats	2
	Typists	2
	Messengers	2
PART-TIME STAFF		
Language specialists	Special assistants (Chinese, Georgian, Pashto, Sinhalese, Urdu)	5

READERS

31 There are seats for just under 30 readers in the Oriental Students' Room. At peak periods during the summer and early autumn this seating is totally inadequate, and a new and enlarged reading room with seating for up to 100 is a real necessity for the future. More than 10,000 visits by readers have been recorded annually over the past three years. Service to readers extends to postal communication with scholars in Asian countries, who are served with information, photographs, microfilms and xerox copies of material in the library's stock.

See appended sheet 'D' for user statistics and figures of books and MSS. used.

MUSEUM FUNCTIONS

32 (a) **Correlation with the Library Departments**
To serve the public better, and for reasons of administrative convenience, the Department's range is defined within linguistic limits. But the interests of readers are not bound in this way. Readers require not only Asian literature in its original form but also books about every aspect of Asia (and manuscripts too) written in the more familiar languages of Europe. There has to be a free interchange of books and manuscripts, therefore, between the reading rooms of the departments concerned. This can be easily done in the present building; it would not be possible in a fragmented library.

33 (b) **Correlation with the Museum Departments**
Written records of the past take such a variety of different forms that "books" are just as likely to be found in the antiquities departments as in the library. This is the case with Egyptian papyri, Assyrian clay tablets, Hebrew ostraca, Chinese oracle bones, inscribed bronzes, metal plates and incised palm-leaves.

34 In the British Museum, covenience has dictated that Chinese inscribed bones and South Asian manuscripts on palm-leaves should form part of the collections of Oriental Printed Books and Manuscripts. Other written records from the list mentioned above, however, are preserved by the antiquities departments and are consulted there. The dividing line between 'books' and 'museum objects' is exceedingly hard, if not impossible, to draw.

35 Attention has been drawn in the main body of this memorandum to specific cases where material in this department interlocks with that held in others. These examples show that in the field of books and written records there is in the British Museum a great measure of inter-dependence between the library and the museum departments. For the convenience of readers and museum visitors the two need to be located as close together as possible.

(c) **Relations with other institutions**

36 Outside the Museum, close liaison is maintained with the School of Oriental and African Studies, the India Office Library and other centres of research on Asia in Great Britain.

37 A committee representing about forty British libraries with an interest in Asia has been set up and meets twice every year in the British Museum under the chairmanship of a member of the Museum staff. This committee has already achieved a number of useful results, including the creation of a national union catalogue of books acquired from Asia, to which all member libraries contribute.

38 Apart from co-operative action in the national sphere, this Department maintains close contact with colleagues in the field of Asian studies throughout the world.

ANCILLARY SERVICES OF THE LIBRARY

(a) **Cataloguing**

39 See separate section above, paras. 23 & 24. This includes contributions to the National Union Catalogue of Asian Publications.

(b) **Information service**

40 This is a vital part of the Department's work. Requests for information are received from members of the public, from individual scholars and institutions in all parts of the world, and are answered by members of the senior staff as a part of their normal duties. The service given includes the following:

(i) Information about books and MSS. brought or sent in for an opinion.
(ii) Information about books and MSS. in the Museum's own collection.
(iii) Information about Asian religions, philosophy, history and literature in general.
(iv) Requests for translation from Asian languages. (Only short passages and inscriptions can be translated.)
(v) Requests for booklists or the "best books" on a given subject.
(vi) Identification of Asian scripts and languages.
(vii) Help to scholars with knotty bibliographical problems, and to institutions needing a critical evaluation of books and MSS. in Asian languages.

(c) **Photographic Service**

41 Through the Museum's centralised Photographic Service, microfilms, prints, colour reproductions and photocopies of any material in the Department can be supplied.

(d) **Exhibitions**

42 Because of the intrinsic value of its manuscript collections and antiquarian books, the Department has a further role as a museum of book arts and can mount exhibitions on Asian themes from its own resources. The specialised knowledge necessary for the selection and description of exhibits is already available among the staff of the Department.

43 Exhibitions during the past ten years have included:

1960 Books from the East: a display of oriental illuminated manuscripts.
1961 Rabindranath Tagore centenary exhibition, 1861-1941.
1962 Oriental bookbindings.
1963 Books, manuscripts and antiquities from Ethiopia.
1966 Asian scripts: their history and development.
1967 The Literature of the Turkish peoples.

(e) **Loans**

44 With the approval of the Trustees, books or manuscripts are sometimes lent for public exhibition in Britain and abroad. This is one way in which the treasures of the Museum may be appreciated by a wider public than is possible here.

45 During the year 1967 the following loans were made:

Arabic MSS. to the Guildhall for the state visit of King Faisal of Saudi Arabia.

Persian MSS. to an exhibition of Persian Miniature Painting at the Victoria and Albert Museum.

Turkish MSS. to an exhibition of Turkish art at Cambridge.

Pashto and Eastern Turkish MSS. to an International Seminar and exhibition of manuscripts at Kabul, Afghanistan.

(f) **Research**

46 So far as the pressure of routine work will allow, members of the senior staff engage in projects of literary and bibliographical research. The results of this research are published in various professional journals, and have included work on Turkish literature, the Tangut language of north-western China, Tamil bibliography and other Asian topics. Members of the staff also learn from and contribute to the world of scholarship at large by attendance at conferences and seminars, both at home and abroad.

(g) **Training**

47 The Department often welcomes young trainee librarians from Asian countries, offers them the facilities of the library, including access to all books and manuscripts on the shelves, and instructs them in methods of cataloguing and processing Asian books.

48 In addition, the Keeper is part-organiser and examiner in a course on *Oriental and African Bibliography* run by the school of Librarianship, London University.

THE BRITISH MUSEUM AND CO–OPERATIVE ACQUISITION

49 The long-term aim of this Department, as of the rest of the Library, is to strive towards complete coverage of high-quality books necessary for research. This policy is based on the firmly held belief that a well selected reference collection of Asian literature should be always available in the national library, whilst lending collections are provided by university and special libraries elsewhere.

50 This is a reasonable aim so long as the nation's resources of money and qualified staff are sufficient to apply such a two-tier system successfully. It is accepted without question in the case of books in French, German and other widely-read European languages. In the Asian field too it is a realistic and attainable objective where the book output of a country is still comparatively small and where the cost of individual books is still low. Thus, for example, this Department of the Museum finds it possible, even on a limited budget, to buy most of the books of research value published in India, Pakistan, Iran, Turkey and the Arab states. It may be difficult to *locate* the books, but not to pay for them.

51 In the case of Japan, however, no one library in Britain has purchase funds large enough to afford all the books of scholarly value currently being published, in addition to the older books required to fill gaps in the collections. Recognising this, the Museum has been practising a scheme of co-operative book selection with the library of S.O.A.S. since 1959. This has ensured the joint coverage of may, if not all, of the worthwhile new books published in Japan over the past nine years. It has not, however, entirely prevented duplication and overlapping. Some books have been deliberately duplicated, because they are reference books needed in both libraries. Others have been bought by S.O.A.S. at the request of academic staff, even though copies were known to be in the British Museum. There are inherent difficulties in the application of such a scheme to two fundamentally different libraries, where the university library exists primarily to serve its own academic and student body, whilst the national library serves the public as a whole.

52 These difficulties have come to a head in recent months. The Librarian of S.O.A.S. has been instructed by an Advisory Committee formed of academic staff of the School to discontinue the practice of joint book selection with the Museum. The needs of staff and students cannot be satisified, it is said, by the knowledge that some of the books they require are available in a non-lending library, even one so near as the British Museum. They must have books immediately to hand, under their own control, books that can be borrowed for home reading. This view is shared by the other university libraries in Britain where Japanese is studied. Both Cambridge University Library and the Bodleian are pursuing an illusory ideal of self-sufficiency in Japanese, on budgets which are quite inadequate to cover the whole field comprehensively.

53 The British Museum sees the matter in a different light. It recognises the following facts:

(i) That the volume of new publications from Japan is too large to be covered by any one library alone, with purchase funds at their present level.
(ii) That the demand for such books, in Britain as a whole, is limited.
(iii) That no prior consultation takes place between the various libraries buying Japanese books, and even the limited amount of joint selection practised in the past has now been abandoned.

(iv) That in consequence many copies of the same book are acquired by different libraries, whilst other books, equally important, are acquired by none.

(v) That the duplication of expensive books which results from this lack of co-ordination is wasteful of public money and is not in the best interests of Asian scholars as a whole.

54 The solution, in the British Museum's view, is to inaugurate a planned programme of acquisition whereby all the libraries concerned would co-operate to increase their total effectiveness in the field of Japanese studies. For this, joint consultation in book selection is the first essential. University libraries would continue to buy books necessary for teaching as well as the fundamental tools of research in constant demand by their postgraduates and academic staff. It would be the duty of the national library, on the other had to build up a solid core of research material on all subjects, providing a balanced central collection available to all. On its outer fringes this would include scarce and out-of-the-way material consulted only infrequently but of real potential value to research. This principle could be applied with equal justification to books in languages other than Japanese.

55 Readers all over the country could quickly discover which library had the books that they wanted by consulting the new Union Catalogue of Asian Publications, to which most orientalist libraries in Britain (including the British Museum) already contribute. Books in university libraries would be available on inter-library loan, whilst books in the National Library could be consulted on the spot or supplied in photocopy.

56 There are signs that the idea of co-operative action in the whole Asian field is making some headway at last. A *Conference on Acquisition of Library Materials from Asia* was held at S.O.A.S. last June, and another is planned for July 1968. Already small groups of librarians and scholars are at work considering schemes of joint action in the separate fields of Chinese, Japanese, South Asian and Near Eastern studies. As a result, it seems possible that agreement may be reached at least on such matters as the co-operative purchase of serials, expensive reprints, collective works, newspapers and the like,

FUTURE PROSPECTS

57 The Department's purpose is to make its collections available through catalogues and through direct service to readers, to all who can make use of them whether in this country or aborad. This implies a big extension of its present services.

58 It is essential to build up collections of Asian literature in a balanced way, serving both current demand and estimated future requirements. But in order to cover the languages and literatures of the whole Asian land-mass as well as North Africa, the Department requires generous provision of purchase funds, an increased establishment of trained staff and , above all, more accommodation for books, readers and staff. Given favourable conditions, the library could and should reach a size of at least one million volumes by the end of this century. This still represents a collection of manageable size.

59 Already the Department is paying the price, in slower service and frustrating delays to the public, of storing a part of its collections away from Bloomsbury. The demand for Asian books is so unpredictable that no specific part of the collection can be rationally consigned, on grounds of language or subject, to permanent storage away from the main library. The library is organised and used as a coherent interlocking whole and, furthermore, it can only be intelligently used if it is located in close physical proximity to the other components of the national reference library, namely the British Museum department of Printed Books and of Manuscripts.

60 Books are meant to be used, and it is the aim of this Department to make its books known and available to a wider circle of readers than at present. It would welcome any development which would bring together within a single co-ordinated system all the scattered collections of Asian books in this country and evolve a rational policy of acquisition, cataloguing and exploitation to make the best use of the nation's resources as a whole. This system would embrace both reference and lending functions. By the range of its collections and the expertise of its staff, the British Museum is best fitted to fulfil the role of a national reference library for Asian studies.

'A'

HOLDINGS BY NUMBER OF VOLUMES ANALYSED BY LANGUAGE.

Amharic	1,200	Mongol	340
Arabic	18,000	North Indian (Modern)	35,000
Armenian	1,900	Pali	4,000
Burmese	2,500	Persian	7,500
Cambodian	150	Sanskrit	24,000
Chinese	40,000	Sinhalese	3,000
Ethiopic	1,200	Syriac	1,200
Georgian	1,060	Tamil	11,000
Hebrew	30,000	Telugu	7,500
Indonesian	800	Thai	700
Japanese	20,000	Tibetan	500
Javanese	350	Turkish	5,000
Kannada	5,000	Urdu	14,000
Malay	4,000	Vietnamese	300
Malayalam	5,000	Others (very approximate figure)	4,800
			250,000

'B'

ACCESSIONS OF MANUSCRIPTS, PRINTED BOOKS AND PERIODICALS, 1958-1967, ANALYSED BY METHOD OF ACQUISITION

Year	Bound volumes				Parts of periodicals and newspapers				Manuscripts
	Purchase	Exchange	Donation	Total	Purchase	Exchange	Donation	Total	
1958	2,995	–	361	3,356	1,818	–	338	2,156	45
1959	2,956	–	952	3,908	2,152	–	754	2,906	63
1960	3,689	97	1,273	5,059	2,837	256	815	3,908	85
1961	4,424	254	497	5,175	3,665	69	350	4,084	185
1962	3,476	335	790	4,601	4,615	366	15,211	20,192	131
1963	5,408	432	1,410	7,250	4,157	317	13,410	17,884	71
1964	4,329	567	523	5,419	3,859	285	4,374	8,508	68
1965	6,166	410	630	7,206	7,075	173	3,325	10,573	31
1966	5,915	751	414	7,080	4,492	238	3,123	7,853	66
1967	7,752	1,363	602	9,717	5,937	4,946	3,965	14,848	48

'C'

PUBLICATIONS OF THE DEPARTMENT

1958-1967

Descriptive Catalogue of Chinese Manuscripts from Tunhuang.
Second Supplementary Catalogue of Hindi printed books.
Second Supplementary Catalogue of Arabic books.
Catalogue of Saurashtra books.
Panjabi Printed Books in the British Museum.
A Digest of Commentaries on the Tractates Bābhā Ḳammā, Babha Meṣīʻa and Bābhā Bahtherā of the Babylonian Talmud.
Catalogue of Syriac printed books and related literature.
Catalogue of Georgian and other Caucasian printed books.
Turkish Miniatures.
Title Index to the Descriptive Catalogue of Chinese Manuscripts from Tunhuang.
Catalogue of Hebrew printed books.
Persian Illustrated Manuscripts.
Chinese Periodicals in British Libraries: Handlist No. 2, 1965.
Catalogue of Pashto Manuscripts in the Libraries of the British Isles, 1965.
Catalogue of Hebrew and Samaritan Manuscripts, 3 volumes.
Handbook of Asian Scripts, 1966.
Catalogue of Persian Manuscripts, 3 volumes.

'D'

STATISTICS OF WORK DONE BY THE DEPARTMENT AND USE MADE OF THE COLLECTIONS, 1958-1967

Year	New catalogue entries made	Readers' visits to Students' Room	Number of manuscripts used	Number of printed books used	Number of photographic orders
1958	17,793	4,557	5,454	17,748	283
1959	21,586	4,604	5,730	13,435	335
1960	29,263	4,636	4,772	18,388	392
1961	43,256	5,835	5,631	17,503	390
1962	35,622	9,015	6,614	16,741	447
1963	45,018	9,723	8,712	22,621	484
1964	49,094	10,408	7,351	22,982	466
1965	62,677	11,119	8,762	20,579	427
1966	73,824	11,135	7,421	21,827	525
1967	67,843	10,899	9,050	20,072	622

APPENDIX 3. E.

DEPARTMENT OF PRINTS AND DRAWINGS

History

1 The Department was founded in 1808. It had previously formed a part of the library. The first Keeper was William Alexander (B. 1767: D. 1816). The greatest of his successors in the 19th century was William Hookham Carpenter (B. 1792: D. 1866) who held office from 1845-66. By the time that Sir Sidney Colvin (B. 1845: D. 1927) became Keeper in 1884, the Department contained a very important collection. It was Colvin who began the tradition that the senior staff devoted much of their time to the compilation of scientific catalogues. He also set up a sub-section of the Department (under Laurence Binyon) to deal with Oriental prints and drawings. This was eventually amalgamated with part of the Department of Ceramics to form the Department of Oriental Antiquities.

2 In the mid 19th century the Print Room was on the top floor of the N.W. Quadrant of the Library. It was then under Colvin's direction, moved to the White Wing, and after the 1914-18 War, finally transferred to its present location in the King Edward Building.

Scope

3 The Department's field of activity is Western graphic art from the late Middle Ages to the present. It possesses one of the richest and best balanced collections in the world.

Policy

4 Like the other great Print Rooms, such as the Albertina in Vienna and those of the Rijksmuseum in Amsterdam and the Staatliche Museen in Berlin-Dahlem, the Department has always been primarily concerned with the fine arts. Its aim is not, as is sometimes imagined, to provide historic illustrations, and except for two sections–engraved portraits and British topography, the arrangement and indexing of the collections is not geared to meeting demands for this purpose. This is in contrast with the Print Room of the Library of Congress where illustrative value is the criterion.

Responsibilities of the Senior Staff

5 Responsibility for the collections is divided as follows:–
English school–The Keeper and an Assistant Keeper
Italian school–The Deputy Keeper
French and Spanish schools–An Assistant Keeper
German and Netherlands schools–An Assistant Keeper

Catalogues

6 One of the major tasks of the senior staff is the production of fully illustrated and documented catalogues.

7 Since the last war four volumes of the *Catalogue of Italian Drawings*, one volume of a new *Catalogue of British Drawings,* the final volumes of the *Catalogue of Political and Personal Satires,* and a volume of *The Drawings of John White* have been produced.

Exhibitions

8 Another important activity of the Department is the mouting of exhibitions to illustrate the work and influence of particular artists or schools, or of some aspect of, or period in the history of art.

Loans

9 Much staff time is occupied in dealing with requests for loans. Graphic material is naturally in great demand for exhibitions arranged by other institutions and no other department in the Museum receives so many requests for loans as does the Department of Prints and Drawings.

Students' Room

10 The Students' Room has always been an important centre for the study of the graphic arts. In addition, although the Department is not geared to such work, as much help as possible is given to researchers looking for historical illustrations.

Photography

11 The demand for photographs of items in the collections grows steadily.

APPENDIX 4

THE USE OF COMPUTERS IN THE NATIONAL LIBRARY SYSTEM

1 At present, the absence of full information about the resources of the nation's libraries, both singly and collectively is an impediment to those research activities which depend heavily on printed information.

2 Librarians are aware of their shortcomings in this respect, but, until very recently, they saw no way of expanding the informational apsects of their services without curtailing either the growth of their stocks or the accessibility of the collections. If they wished to create an alternative or selected file of information, this file would compete, within limited budgets, with the funds available for acquisition, since a file needs staff to create it and to maintain it. The staff, in turn, requires space, which otherwise could be used for housing the books.

3 The computer has changed this situation. It requires the same amount of space whether it is maintaining one or many files, and, if the initial cost of creating the information in a form which can be processed by the machine can be borne, then the run-on costs of maintaining all or part of that information in select or alternative arrangements is relatively small.

4 The computer also opens up real possibilities of sharing information. Until now, in this country, there has been no prompt and full coverage of world-wide publishing by cataloguing information which was created once at a central point but could be used locally. In the United Kingdom, since 1950, it has been possible to obtain cards for local use from the British National Bibliography. These cards contain author and subject information for the greater part of British publications.

5 The position in the United States is similar. The Library of Congress has for a long time operated a service providing cards containing information about all works acquired by the Library. These cards cover foreign as well as domestic publications.

6 The weaknesses of these services have been, first, the delay between the date of publication of a work and the date of availability of the relevant cards and, second, the large cost of maintaining card files. It has often seemed preferable to catalogue locally as soon as a work is acquired and to make do with fewer files than could ideally be maintained by using the centrally produced cards.

7 Recent developments in the United States and in the United Kingdom have opened the way to providing the information from a central source in a form in which it can be processed directly by computers. University libraries, with access to the university computer, and public libraries, with access to the borough computer, are now considering with great interest the possibility of using the information so provided and thus, in the relatively near future, cutting the costs of their current cataloguing.

8 The large research libraries are aware, however, that this is merely dealing with a part of their problems, for their acquisitions are not limited to current or even to English language works. Moreover, the very efficiency of the system might encourage them to use it simply for their current cataloguing, and therby to create additional difficulties for their users.

9 Libraries contemplating the use of a computer face a clear choice between restricting themselves to current operations and attempting to cover all their operations. If they choose the former, there is perhaps some prospect or reducing their operational costs, but there is also the certainty that bibliographical access to their collections will be split. That is to say that currently maintained files, relating to newly acquired material, will in general be fuller and more flexible, because maintained by computer, than the existing files of information relating to past collections which are more limited in content and less diverse in arrangement. Creating two separate files with different information content will cause some degree of inconvenience to users.

10 If, on the other hand, they decide that they must have unified files, they immediately face considerable non-recurrent expenditure on editing and converting their existing records. This the largest single cost in any computer application apart, perhaps, from the processor itself.

11 The British Museum has been prominent in advancing the case for making the information about existing stocks equally available in machine-processable form. It has also done much to help to define the problems and to formulate ways of solving them. Without this conversion, it will be many years before the number of works for which machine-processable information exists equals the number of those for which there is no such information.

12 The logical and programming problems to be solved are less significant than the straightforward crude cost of key punching the information in a form in which it can be read into a computer. The heavy cost of punching and programming seems to point to the provision of a central data bank from which local libraries can draw the information which is relevant to their own existing collections much as they will shortly be able to draw from a central source the information relative to their current acquisitions.

13 There seems to be agreement among the large libraries of the country that, imperfect as the British Museum's

catalogue information may be, it is still the only feasible starting point for the creation of the data bank. Co-operation is plainly required for such a project. However, the present system of disparate control and financing of libraries makes it impossible either to plan for a concerted effort, with parallel financing, or to press for the financing in one institution of a project whose benefits may be largely felt elsewhere.

14 The British Museum has already considered using a computer for its internal processes and for an expansion of the services which it offers its users. On the basis of a careful study of the processes of the Department of Printed Books and a general appraisal of the information file handling problems of the other departments, a report was drawn up for submission, via the Department of Education and Science, to H.M. Treasury, to seek the funds and the staff for detailed planning and implementation of a computer system for the British Museum.

15 In this report, sent to the Department of Education and Science in June 1967, three areas of uncertainty relating to the design and implementation of the system were outlined. These are: the immediate and future location of the collections; the policy of the Government Dispersal Committee towards new computer installations in the London area, and the development of co-operation with other institutions.

16 Continued dispersal or outhousing of the collections would impose on the machine system a large additional task of co-ordinating and controlling the stock and its movements, which would not arise if the collections were unified on one site.

17 The second area of uncertainty raises the possibility of a decentralised location for the computer system. This would be anomalous in the case of the British Museum, since it is intended to retain in one place as much as possible of its stocks and activity. A distant computer centre would give rise to costs and delays in transmission and would create awkward control problems, with information about the central stocks being sent out for processing and returned for action. These extra costs could well outweigh the costs resulting from setting up the system at the centre.

18 A further argument against dispersal may be advanced. If, as the Parry Committee suggested, the National Library is to become a centre for training and education of librarians, it would seem sensible to make it possible to include in this training all aspects of modern librarianship, including the very newest, in the Library itself.

19 In discussing the third area of uncertainty, that of co-operating with other institutions, the report concluded that no formal co-operation with other institutions could be planned for in the life of the proposed machine system. This conclusion arose, not from unwillingness to co-operate nor from ignorance of the long-term importance of co-operation, but from an impression, at the time, that the discussions necessary to prepare for co-operation would only serve to delay a project which was rooted in pressing problems at the British Museum and for which it appeared to offer a solution. Discussions are taking place and the predicted delay is only too apparent.

20 The situation has changed a little in the intervening months since the report was written. The British National Bibliography is now planning to produce cataloguing for current British books on magnetic tape in the summer of this year. This area of cataloguing is not a particularly difficult one for the British Museum, nor does it constitute a very large proportion of the Museum's intake; consequently the advantage to the Museum in co-operating in the project would be relatively slight, especially as the Museum has no computer and what skilled manpower it has would be more usefully employed in planning for the permanent large system designed to cover all its intake. The Museum is represented in discussions relative to the objectives and the means of the BNB project.

21 The time taken for consideration of the British Museum report on its own merits has already set back the implementation of the system by at least a year. But if the whole national system can be properly planned, co-ordinated and financed, then the delay may be worthwhile. At present, however, it seems quite possible that the difference in time between a possible implementation of a system for the Museum and the implementation of co-ordinated machine systems for the whole of the complex of functions at the centre of the national library system will be at least five years. The Museum can ill afford such a delay.

22 The complex of functions at the centre can only be performed adequately by the use of computers. On the one hand, they offer the possibilities of more rapid response to users. On the other hand, they make possible the sharing of data between the different functions. Plainly, the national inter-library loan system uses much of the information that should be in a national union catalogue, and vice versa. A centralised agency for the provision of cataloguing to local users, whether this is for current of for older material, should also be linked to both the union catalogue and the loan system. A request for cataloguing information can be construed as a statement of holding and the notification can be passed automatically from one system to the other, without duplication of keying and transmission costs.

23 The files of information to be handled will be massive, and only computers offer the possibility of maintaining accurate and speedy filing and certainty of finding items searched for in the files.

24 One feature of the British Museum report, which contributed largely to the estimated costs, was the decision to include a full conversion of the General Catalogue of Printed Books as a central feature. It was recognised that this was an area where a real contribution could be made by the Museum to the other research libraries in the country, and to the national union catalogue, by making possible the partial elimination of conversion costs in other institutions and by providing a base on which to build a full machine-processable national union

catalogue. Opinions have already been sought by the Department of Education and Science, and the response from the Copyright Libraries and the National Central Library was that the availability of such a converted file would help immeasurably in the eventual setting up of machine systems of their own.

25 This conversion involves a large investment; large, that is to say, by the standards of sums normally devoted to single library projects in this country. The full cost and benefit of the conversion will not be apparent for many years, as more and more institutions adopting computer methods for their catalogues make use of the converted files. It is however an investment which is essential to the provision of the background information system which all the libraries in the country require at the heart of the national network. Consequently, it is an investment which must be made at some time. The penalty of delay, as each new local project of catalogue mechanisation shows, is the accumulation, in advance of the ultimately necessary investment, of lesser investments which duplicate it.

APPENDIX 5

STATEMENTS BY REPRESENTATIVE SCHOLARS

1 By Mr. Gordon N. Ray, President of the John Simon Guggenheim Memorial Foundation, New York.

The failure of the British government to support the British Museum adequately had been a source of bewilderment and distress to scholars in the United States long before the present crisis in the Museum's affairs. That its vast collections, constituting one of the great treasures of the world, were not adequately supported has seemed inexplicable in a country where university libraries with resources utterly trival in comparison with those of the museum enjoy much larger budgets. The ideas now being canvassed of dismemberment by subject matter, attrition through loan, and subordination through inaccessibility are all too much of a piece with the policy of consistent and almost contemptuous governmental neglect which has prevailed for many years.

The Guggenheim Foundation awards fellowships through annual competitions to scholars, scientists, and artists who are well along in their careers and have already made names for themselves. Our grantees constitute a representative sample of the American intellectual and creative world, exceptional only in their superior achievements. Many of our Fellows settle abroad for their fellowship terms. Over the last five years most frequently selected bases have been:

		1963	**1964**	**1965**	**1966**	**1967**	**Total**
Austria:	Vienna	3	3	2	0	0	8
Denmark:	Copenhagen	2	1	1	3	2	9
England:	Cambridge	7	5	5	10	7	34
	London	9	17	28	22	19	95
	Oxford	8	7	4	10	11	40
France:	Paris	9	15	12	13	11	60
Germany:	Munich	4	3	2	2	2	13
Israel:	Jerusalem	3	0	1	2	1	7
Italy:	Florence	8	6	4	2	0	20
	Rome	5	7	8	5	5	30
Spain:	Madrid	3	3	2	3	2	13
Sweden:	Stockholm	0	2	0	3	3	8
Switzerland:	Geneva	3	2	2	1	3	11

It will be seen that London with 95 Fellows has far outstripped any other foreign city in its appeal. Of these Fellows, 48 were working in the humanities (including history), 12 in the social sciences, 30 in the sciences, and five in the arts. Nearly all Fellows in the first two categories were attracted to London by the British Museum.

Taken as a sample of the travel patterns of American scholars in general, these figures have significant implications. They suggest that if it is the British government's intention to keep London in its position as one of the world's three of four pre-eminent intellectual capitals, as well as a trade-fair and a fun-fair, then the continuation of the British Museum in its present location exercising its present functions is a minimum necessity. To the international scholarly community the provision of additional buildings at the Museum's present location and the assignment to the Museum of an adequate operating budget seem hardly less essential. Here is one area at least in which England can readily maintain its pre-eminence if only it will take advantage of the resources it already possesses.

March 13, 1968.

By seven members of the University of Toronto

> We, the undersigned, as representative scholars in the Humanities and Social Sciences at the University of Toronto, wish to express some of our anxieties over the future of the British Museum Library.
>
> The immense importance of the Library as a centre for scholarly research in the past is fully recognised. We would urge that its importance is constantly growing and will continue to grow in the future. We in Canada are particularly concerned that, at a time when France is actively and successfully asserting her position as the centre of French culture, Britain should continue to preserve her position as the centre of English-speaking culture. The unique importance of the British Museum Library in this respect can hardly be over-emphasized.

The fundamental issues as we see them can be presented in the following questions:

(1) What is the importance of the Library to Canadian scholars?

(2) Will this importance lessen with the growth of Canadian and American libraries?

(3) What effect on this importance would a splitting of the Library into separate specialized collections have?

(4) Would a policy of lending from the Library as a national repository impair its value as a world centre for research?

(5) Would a physical change of location away from its present area impair its value?

On these questions we would make the following comments:

(1) Among the names of the academics listed with their publications in *The Humanities in Canada* (1964, Supplement 1966), we recognize over forty in English studies we know to have worked in the British Museum Library, and these are generally the ones with the most considerable publications to their credit. A number of those working in non-Eurpoean foreign and literatures have also used the Library, as have a proportion of scholars in philosophy, although these tend to work also at Oxford. Those strongly concerned with the history of philosophy, like other historians of ideas, generally find the British Museum Library the best for their research, as of course do historians whose area is British history. These last divide their time between the British Museum and the various repositories of public documents in accordance with the nature of their research.

A large proportion of our Ph.D. students in English have, especially in the last ten years, spent a year of research and final preparation of their thesis in England with the help of the Canada Council or other Fellowships. The great majority of them choose to spend this year in London, working in the Museum Library. Most Canadian universities now have relatively generous arrangements for support of summer (four months) research, and for full year leaves of absence for research, and once the Ph.D. student has joined an academic staff he can take advantage of these arrangements. This means that nearly all our scholars who use the British Museum Library use it for periods from three months to a year, using it essentially as a research institution. The numbers thus relying on the Library for major research is steadily increasing and will continue to increase.

(2) There is absolutely no possibility, in the foreseeable future, of developing in Canada a research Library for the humanities at all comparable with the British Museum Library. The older and more generously supported libraries in the United States still fall far short of it in the comprehensiveness of their collections. The experience of one of the signers of this letter may be taken as typical. In a period of eight months, doing research in the libraries of Harvard University on the influence of Newton on eighteenth century thought, he was able to find at Harvard roughly three-quarters of the works he needed. In a subsequent period of fifteen months at the British Museum, out of more than 200 works (beyond those found at Harvard) he found that the Museum Library held all but five. He was able to collate all the successive editions of the Principia and all but the second Latin edition of the *Optics*, successive editions of various works of Berkeley, and so on. What is so immensely valuable about the Library's collection is its concentration of such comprehensive resources. In North America so many institutions are competing for so few rare books that collections are dispersed. All but a few of the Museum Library's holdings in a particular area might possibly be held somewhere on this Continent, but the research scholar might have to travel thousands of miles to consult them—from New York to Cambridge to Texas to California—and even then certain kinds of scholarship would be virtually impossible. We see therefore no possibility that the British Museum Library will become of less importance for Canadian scholars, but rather the contrary. We are consequently very much concerned for its future.

(3) We are disturbed by the suggestion that the collection should be split up into separate, more specialized collections. As we have said, one of the great and rare virtues of the collection is its comprehensiveness. There are no boundaries to the humanities. If we may cite some examples, a glance at Professor Sutherland's edition of Pope's *Dunciad* will show that its editing and annotation called not only for textual scholarship but for research in literary, political, and social history, the history of philosophy, the history of physical science, and the history of medicine. Or, to choose a nineteenth-century example, the student of T. H. Huxley must place him in a context that includes not only science, but philosophy, theology, the history of education, other areas of social history, and English literature. The future student of Aldous Huxley will need to know, or to find out, the medical or physiological theory on which *After Many a Summer* is based, just as the student of Swift now needs to know how well the orbits and periods of the moons of Mars invented by Swift fit the current Newtonian pattern. Having a library in which one can rapidly illuminate an allusion to *any* area of contemporary thought is essential to research in the humanities. The very thought of defining what belongs in a library for the humanities, and what in one for the social sciences, or even for the sciences, is a scholar's—and I should think a librarian's—nightmare.

(4) The same considerations are involved in the suggestion that the Library should become a central national repository, lending to supplement local libraries. Those of us with experience of the Library of Congress, where every member of Congress had borrowing rights, realize the extent to

which even limited borrowing soon dimishes the comprehensive availability of a collection. It is significant that the larger American university libraries are becoming increasingly reluctant to lend on inter-library loan. Modern methods of duplication have certainly lessened the necessity of loans, and in the United Kingdom, at any rate, no one is at a prohibitive distance from London if he must consult the original.

(5) The last concern is with the location of the Library. From the point of view of the trans-Atlantic scholar, the present site is ideal. Most of us find accommodation for the summer or for the year within an area no farther out than Hampstead, and know little about hotels or apartments in the outer suburbs. Many of us use other libraries or archives, and find the central location in Bloomsbury a great convenience for easy movement from one to the other. Many of us were looking forward very eagerly to what we understood to be the intended new scheme. But we have had enough melancholy experience ourselves of good plans being scrapped out of economic necessity to feel that we, as guests, and as fellow-victims of circumstance, have not much right to speak on this last matter. There is however a chance that a less accessible site would diminish the Library's usefulness.

What we feel most strongly, and feel we have some right as scholars to speak out on, is the great importance, past, present, and future, of the British Museum Library, and the necessity of preserving its collection as an intact and comprehensive one.

F.E.L. Priestley
W. Blissett
M. Maclure
V.W. Bladen
A. Brady
J.M. Robson
Kathleen Coburn

March 18, 1968.

3 By Professor George Whalley, of Queen's University, Kingston, Ontario

I am a member of the English Department of Queen's University, Kingston, Ontario, Canada. Since 1948 I have been preparing an edition of Samuel Taylor Coleridge's marginal notes written in printed books, a history of Coleridge's reading, and a biography of Coleridge; I have also given some assistance to Miss Kathleen Coburn in her edition of the *Notebooks of S.T. Coleridge.* I have worked from time to time in most of the major libraries in the United States and Canada—for example, Harvard, Cornell, Yale, Princeton, the University of Toronto, the Huntington Library, the New York Public Library—and have found no library offering resources comparable to those of the British Museum. I have therefore worked in the BM library whenever I could be free from other duties: since 1948,. for one period of 27 months, another of 15 months, and now for 12 months, in addition to several summer visits of one to three months. When I could not visit the library myself I have engaged experienced readers to work on my behalf as research assistants. It is true that the BM has the best collection of Coleridge manuscripts and association books in the world; but that has not been my only reason for continuing to use it. The British Museum collection is the only one that I have used that provides in one place the range and variety of printed books needed for my study. I have also chosen to work in the BM because of the excellence of the catalogue, the prompt and well-mannered efficiency of the staff, and the ingenious and helpful erudition of the senior staff; and because the atmosphere of the North Library and the Students' Room is most conducive to continuous and concentrated study.

Editorial work on Coleridge requires access to printed books in Greek, Latin, German, Italian, French, and English in a wide range of fields and disciplines: in poetry and literature, history and biography, topography and travel, philosophy, theology, comparative religion, anthropology, political science, law, ecomonics, science (including alchemy), medicine (including witchcraft), psychology (including animal magnetism), philology, lexicography, and Biblical studies. In several of these fields I am also concerned with the history of the disciplines themselves. Since the identification of individual editions is often important, reference has to be made to sequences of editions of the same work, and the whole work of a single writer often has to be taken into account. In general the interrelation of subject matter in Coleridge's manuscripts and books is so intricate as to involve combinations of special fields beyond the normal meaning of the word "interdisciplinary".

For my own work, the BM library has been indispensable. A number of my Canadian colleagues in various disciplines have also found the BM highly advantageous, and in many cases indispensable. I am not in a position to express a collective opinion even within my own university, and have no reason to collect statistics. I can only say that the BM library is held in very high esteem by my university colleagues and by my academic acquaintance in Canada and the United States. The points that are commonly made in discussion of the library are: its accessibility in London in a position that places it at the cultural centre of the country; the collection is unique both for stimulating interdisciplinary work and work of notable depth and minuteness; rich resources are immediately available to an experienced reader from the open shelves and with the help of the library staff. Those who would prefer to work elsewhere do so because elsewhere there is some concentration of special materials upon which their work is almost exclusively focused.

I should like to comment upon a few points that have come up in *The Times* and in the heavily biased and curiously manipulated Third Programme "Inquiry into the British Museum."

(a) The removal of the library to the outer suburbs of London—like the newspapers to Colindale—would have a serious effect upon readers from outside the country because it would separate the library from the cultural centre of London—a separation that public transport would not ameliorate. It is difficult to see that any advantage would be gained except additional space for expansion. Certainly the removal of the library to a suburb would interfere seriously with the work of those who can use the library only intermittently, and would tend to limit the use to "professional writers" and "professional scholars". This would leave the library open to a charge of serving only an elite minority—a charge which has been implied both in the press on in the Third Programme broadcast by persons who seemed unacquainted with the library and incorrectly informed about the users it actually serves at present.

If the BM library is to continue to be a focus for the intellectual and cultural life of the country and of the literate world, it must be in a central metropolitan location. When the importance of the functions of the BM library are appreciated and understood, the provision of space—even beyond that provided for in the current architects' plans—becomes a positive matter of urgent policy crucial to the intellectual development and reputation of the country. The needs and functions of the BM library as a civilising focus in the world must not, at this critical time, be subordinated to local, temporary, or partisan expedients.

(b) The suggestion of splitting the present library into specialised reference libraries seems to me ill-informed and ill-advised. It is clear that interdisciplinary and heuristic study is becoming increasingly important, and that any major library that fails to take account of that need in its whole structure and constitution will fail to fertilise the intellectual needs of the future. The dispersal of newspapers and novels is already a serious diminution of the usefulness of the library. One would hope that, far from entertaining a proposal for subdividing the present collection, some attempt would be made to reassemble what has been dispersed *faute de mieux* in the past.

In certain disciplines there is a clear need for specialised, usually more or less topical, collections: such collections do not appear to present technical problems that are not already well understood. Those special requirements would not in fact be well served by dividing up the BM collection. Indeed, I should think that any specialised collection that tried to meet all conceivable historical and interdisciplinary needs related to its field would in the end need to be something like the present BM collection: subdivision of the BM collection, if it were not to be paralytic, would end in impossible extravagance rather than in economy. I can only say that my own work would not have been possible if the present collection were subdivided into some such naive sections as Humanities, Social Science, and Science and technology; and I do not regard my work or my attitude towards it as unusual. For many scholars of my acquaintance, such a subdivision would be an immediate disaster, and in the long run would probably deflect them from the most fruitful directions that their work is likely to take.

The mind boggles at the problem of making a subdivision that would not be silly or arbitrary, constantly irritating, and ultimately stultifying. The problem of categorising 20th century books might not be insoluble; but from about 1900 or 1850 backwards the problems would be appalling. (Would Aristotle's works be split into different sections? Would Giordano Bruno, Hieronymus Fracastorius, and Jakob Boehme count as science or humanities? Where would mathematics go, and the books that lie across mathematics and philosophy? Where would Bacon go? and Godwin's *Political Justice?* and *The City of god?*).

(c) I am familiar with the Interlibrary Loan system in America and know that—in spite of its speed, efficiency, and good intentions—it cannot in fact make accessible to all libraries (or readers) all the books of all libraries; and presumably any interlibrary loan scheme is subject to many restrictions. The advantages that might accrue from lending BM books to other libraries would be diffuse and could not easily be shown to compensate for the loss of the present arrangement whereby any book in the BM stock is available at short notice to any reader in the library. No arrangement is ideal for every individual reader, unless each reader could have a definitive collection and lived in it. The present arrangement of having all the books of an exceptionally large collection available at all times in the library is the best arrangement I know of: that is why the BM library is worth coming from a distance to work in.

(d) The suggestion of duplicating books on microfilm and dispensing with the actual books must have come from somebody who has never tried to work with microfilm and may not have done much work with books either. Having had the misfortune to have to use microfilm a good deal, for general rather than specific bibliographical purposes, I can only say that I will use microfilm only when there is no way of avoiding it. The problem is not simply one of visual clarity—though that is far from being solved—but that a book is a peculiarly happy solution to the problem of tight-packing and rapid accessibility. The defenders of microfilm as a substitute for books may perhaps suppose that one reads books only for "information", and that if the "information" can be made available in some other form it is still the same "information". Most books are not compendia of information (though some are); most of them need to be read as a whole and used as a whole; and if they are machines, they are "machines for getting-to-know" rather than machines for storing and imparting information. For many reasons, microfilm is the most exasperating form to have printed material in, even for such a rudimentary task as checking a text. Xerox prints and photographs are better, but they have graphic limitations, and—worst of all—are almost invariably selective. The selection usually excludes much that in the end will be needed, and the act of selection at the beginning of a piece of work induces a tautological situation. Microfilm looks attractive because of its small bulk, and the possibility of duplicating; but it is always imperfect, and the circumstances in which it has to be used are inconvenient, artificial, and distracting. Until microfilm views are much more sophisticated and flexible than they are at present, the the best that can be said for microfilm is that it is better than nothing.

(e) Having been engaged for the past four years in devising computer applications to literary scholarship, I find much of what I have heard proposed for computerising the contents of a large library less clearly informed than most science fiction. The computer does offer—or at least suggest—some attractive extensions of the traditional use of books; but few if any of these are yet refined enough to apply to general library use of any scope or flexibility. Current machines are designed on a mathematical analogy and for operations least suited to the refined scrutiny of speculative or humanistic texts of any subtlety. Some procedures and applications that would be useful to scholars, even in the humanities, lie within the range of established technical possibility, but they are developing slowly because the demand for them is not clamorous and little money is being invested in their development. The natural development of uses of scholarship will continue to be delayed, and may well be misshappen, because of the currency in computing circles of inadequate assumptions about knowledge, "information," "communication", and "language".

I have no doubt that computers will be important to libraries in the future, for purposes other than cataloguing, indexing, and ordering. I also have no doubt that fuller use could be made of computers in libraries than is now being made—even in the present state of the art—given money, time, and a few unusually talented people to pioneer and establish the procedures. But even taking account of the kaleidoscopic changes that continue to be made in the design and application of computers, I think it will be many years before computers can be expected to revolutionise large libraries, except for manipulating specific and factual material. And it will be much longer before books are superseded.

It would be unwise, however, not to make definite provision for computerisation, to have definite possibilities in mind, and to keep them under continuous study and review until the right time to implement plans in sequence. But I am not aware of any grounds, because of the existence and unrecognised potential of computers, to alter fundamentally the present concept of the British Museum library. It is to be expected that computer applications to the library resources of medicine, science, and technology will evolve rapidly; but many of these will not be directly applicable to other fields. There is already in computing circles a dangerously strong tendency to force questions into machine-oriented patterns, rather than to evolve question-oriented machines capable eventually of exploratory and tentative operations in the areas of language and thinking. Since all current computers are in epistemological terms elementary, and insensitive to the dynamic of language, an inappropriate commitment to computers could have a deleterious effect upon the future development of knowledge. Intelligent, imaginative, and flexible planning on the periphery of established library practice would prepare the way for progressive change in an indefinite future so that the library can use at any given time the best available resources in sustaining and extending its collections and resources. For I am sure that the vigor and integrity of the British Museum Library will be of as wide importance in the future as it has been in the past.

10 April 1968.

4 By Professor R.M. Crawford, Chairman of the Australian Humanities Research Council

(1) As Chairman of the Australian Humanities Research Council, I have been able to discuss the use of the British Museum Library by Australian scholars and possible changes in its character and site with the members of my Executive Committee who represent several Australian states and most branches of the Humanities. I also wrote to the Social Science Research Council and the Australian Academy of Science seeking the personal views of the members of their governing committees. In addition, I asked the views of the Faculty of Arts at my own University and discussed the problem with a number of individual scholars selected at random.

(2) I should say at once that, with the exception to which I shall turn in the next paragraph, the universal reaction was one of grave concern at any prospect of splitting up the collections of the British Museum Library, of removing the Library from its present proximity to other institutions of learning in London, or of turning it into a lending library. The view was repeatedly expressed that the British Museum Library is a great international institution on which Australian scholars rely heavily, and that it owes its unique usefulness to a combination of factors, including its

central site, its variety and range of printed and manuscript holdings, and its retention of these holdings within its stacks and reading rooms.

(3) The exception was, I believe, predictable. I wrote to the President of the Australian Academy of Science asking whether he could discover for my guidance the personal views of the members of his governing council about the British Museum Library, and its future. The limits of my request were evidently not understood as the following reply will make clear, viz., ". . . I am afraid we felt that it was really not competent for the Academy to intervene. We think it unlikely that any Australian scientists would feel strongly about the proposals and that the matter is really a domestic British one". As will become clear, not all Australian scientists would agreee with this statement; but we must recognise nevertheless that the majority of scientists would do so, since their use of great libraries such as the British Museum Library is incidental. A well-equipped laboratory, and a range of relevant scientific periodicals with access to an abstracting and translating service, and to a long-distance telephone, are normally more apt to their needs. Therefore I think that it must be admitted that any proposal to take scientific works away from the British Museum would cause little concern to a large number of experimental and theoretical scientists, although it does cause concern, as I shall show in the next paragraph, to a minority of scientists.

In the rest of this submission, it will be understood that when I refer to 'Australian scholars' I am omitting those scientists to whose work the British Museum Library appears irrelevant.

(4) I have the evidence of Dr. Kenneth Russell, Associate-Professor of Anatomy and Reader in Medical History of the University of Melbourne, that his *British Anatomy, 1525-1800; a Bibliography* and similar studies would have been impossible without the British Museum Library, and without grievous waste of time had the British Museum Library not been in close proximity to the other scholarly institutions in London such as the Royal College of Surgeons, the Royal College of Physicians, or the Wellcome Library in which he was working. I shall develop the importance of the geographical relationship of the British Museum Library to other places of learning in London in paragraph 9. Professor Russell's view was echoed by the Reader-in-Charge of the Department of History and Philosophy of Science in the University of Melbourne, Miss D. Dyason, who wrote on behalf of her colleagues as follows:—

"All the members of the History and Philosophy of Science Department feel very strongly that to disperse the centralised holdings of the British Museum would be disastrous."

"From our own particular point of view, to separate the science holdings from the 'humanities' holdings would be a very serious handicap to research in our field."

(5) With the one exception stated above, my enquiries have received a virtually unanimous reply that any dismemberment, dispersion or removal of the British Museum Library would be "a disaster" or "a tragedy". The strength of the terms used has some significance. It does not arise from an equal dependence on the British Museum Library. My colleagues in the Social Science Research Council probably use the Library of the London School of Economics more than they use the British Museum; but they do use the British Museum library extensively, and they express a concern about any diminution or removal of the British Museum Library similar to that expressed by my own Executive Committee of the Australian Humanities Research Council.

(6) In part, this reaction may appear to be a matter of sentiment rather than of of reason, in that it is based on the view that the British Museum is a great international institution too sacred to touch. But I believe that in so far as it is a matter of sentiment, it is a sentiment derived from experience and that it is a sentiment of practical importance. I believe further that this importance would be demonstrated in a practical way if an adequately organised appeal were launched to scholars and others all over the world to contribute to a fund for the new Reading Room planned earlier for a site adjacent to the Museum.

(7) Judging from my sample, I should expect the opinions of Australian scholars who have been users of the British Museum Library to be virtually unanimous against any proposal to make the Library's stocks available on loan. At least, every Australian scholar whom I approached and who had used the British Museum Library was opposed to this suggestion. We have all had frustrating experience of the difficulty of getting works even in great libraries which are lending libraries. Australian scholars may be particularly sensitive to this frustration because they are beset during their visits to any overseas library by the knowledge that it may be three or six years or more before they can revisit it. And their visits are often too short to allow time for a book out on loan to be recalled. In any case, all scholars know that it is frustrating not to be able to see a work at the moment they need to do so.

The argument that 'unnecessary duplication' should be avoided is, of course, a familiar one, and in general terms a sound one. It is a particularly familiar argument in this country (Australia) where we have the task of using limited funds to build up collections which are at present very inadequate indeed—a fact which will make Australian scholars abnormally dependent on the great overseas libraries for a very long time to come. But the validity of the argument depends on the meaning given to 'unnecessary'. Much duplication is necessary if scholarly work is not to be seriously impeded. Where it is a case of expensive and rarely-used works, it is probably less frustrating to the whole body of scholars to let the rare user come to London or order a microfilm than to adopt a lending policy which will inevitably take away from the Library, not only rarely-used works, but works in more common demand.

In short, the opinions I have tested here are strongly in favour of the present policy which ensures that any work, printed or manuscript, in the Library is always available there.

(8) The Australian scholars whom I have approached are also emphatic in stating their view that the unique value of the British Museum Library depends on its site in central London. Its immediate proximity to so many other institutions of scholarship has immensely increased its usefulness to Australian scholars as it has, I am sure, to scholars in the United Kingdom. Australian scholars may have a more conscious appreciation of the time-saving convenience of the Library's central site, because they use the British Museum Library during all too limited periods of study-leave; but I should be surprised if British scholars coming up to London from the provinces do not share their satisfaction—and, by contrast, their sense of time lost in journeys to and from Colindale.

Australian university teachers have in the past taken leave most commonly in the form of a full year's sabbatical at the end of six years; they are now increasingly taking Long Vacations (the Christmas Vacations here). In the Humanities, this last practice has been encouraged by grants made by the Australian Humanities Research Council from a Myer Foundation Fund to take scholars who have work nearly complete to overseas libraries—the British Museum Library being that most commonly in question.

Whether they are in London for six weeks of for six months, time is always important to them as they must in limited time acquire capital to last them for at least a few years to come. It is the ease and speed with which they can go from the Institutes of the University of London of from the other centres of scholarship (e.g. the College of Surgeons in Professor K. Russell's case: the Institute of Historical Research, the National Register of Archives and the Library of Lambeth Palace in my case) which has made this unequalled agglomeration of scholarly institutions so important to them.

It is not possible to say how many have used the British Museum Library as their main library, and how many have used it as a library of final resort. For me in 1965 it was, inevitably in view of my interests, my main place of work, with reference out from it to other collections. Other Australian scholars have used the Public Records Office or some specialised Institute Library as their main base, using the British Museum Library as their library of reference for rare works or manuscripts, a practice which makes for some economy in the use of seats in the Reading Rooms of the Library. But whatever the emphasis, the British Museum Library has been an indispensable part of a group of scholarly institutions whose very proximity to each other has been of enormous advantage to scholarship.

Professor H.A.K. Hunt, Professor of Classical Studies in the University of Melbourne, sought information for me about the use of the British Museum Library by members of his staff. Apart from two junior members who have not yet been overseas, "the remainder", writes Professor Hunt, "have all made extensive use of the British Museum Library when on leave. This use has been reflected in their various published papers. I used it extensively in my work for *The Humanism of Cicero* and obtained in the Library books nowhere else available. Quinn and Johnson, now in Chairs elsewhere, also used it.

"Since the establishment of the Institute of Classical Studies in London most of the Australian classical men on study-leave make it their centre. The proximity of the Museum Library is a great aid. They would deplore its removal to a suburb or the provinces."

Professor Hunt's evidence draws attention to the increasing habit of Australian scholars, whatever their British University (and most of them as yet have studied in a British University), of making their base during study-leave in England. It is essentially the contiguity of the British Museum Library with the specialised institutes which takes them there, for London's other attractions may be balanced for many of us by old ties with other centres in Britain. I cannot stress too strongly the common view expressed here that removal of the Library to Colindale or to the Provinces would be disastrous.

(9) Enough has been said to illustrate the general belief here among scholars who have used the British Museum Library that it is an indispensable institution in its present form. Outside the experimental scientists, my sample is unanimous on this point. As I have said above, it is of course true that some use other specialised libraries more often (London School of Economics, Warburg and Courtauld Institutes, Institute of Historical Research, Institute of Classical Studies, the Public Records Office, and so on), and it is not possible in limited time even to offer a guess at the varying proportions of reading time spent in the British Museum Library and in other libraries by scholars of different labels. What is important is that scholars ranging from classicists

to social scientists and bibliographers and historians of science have found the British Museum Library an indispesable library of reference and that some of us have found it our main research library. The variety and vast extent of its holdings, its retention on the spot of what it has, and its proximity to so many and so varied specialised centres of learning make it uniquely valuable. Attempts to split up the Library would present formidable difficulties of demarcation and would, like any removal of the whole or part from central London, destroy its unique value.

(10) The views set out above do not pretend to any statistical validity in the sense of conveying opinions discovered by counting heads. There was no time to do so. But they do result from enquiries directed to the three bodies most fully representing scholarship in the Humanities, the Social Sciences and the Natural Sciences, viz., the Australian Humanities Research Council, the Social Science Research Council of Australia and the Australian Academy of Science. And they do convey the views of a number of individual scholars of high standing in this country. None of them supposes that the British Museum Library, any more than other great libraries, is free of imperfections; but they regard its imperfections, such as the time-lag in cataloguing manuscripts, as the product of inadequate staffing and endowment. These are curable without threatening those characteristics of the Library which make it so great an instrument of scholarship.

R. M. CRAWFORD
Professor of History in the University
of Melbourne

17 April 1968.

5 *NOTES ON THE BRITISH MUSEUM LIBRARY*, by Dr. J.C. Beaglehole, editor of the Hakluyt edition of the *Journals of Captain James Cook*

It is quite illusory to think that the Library can be brought into a unified framework in the interests of efficiency and economy. 'Unified frame-work' is itself an illusory conception, however well it sounds in the abstract: in attempting to secure it there *might* be some economy, in purely financial terms, for the Government, but not necessarily efficency for the user, or for librarians. The whole point about the British Museum Library is that it is a very large general collection, for reference and research, in a central position, used by scholars from all over the world, who naturally gravitate to London—not only because it is London, or is the home of the B.M., but also because it has other institutions which scholars must or do use—e.g. the Public Record Office, the University, etc. In fact, there is in London, if not a 'unified framework', at least a sort of correlation of institutions that works very well. And a framework in itself is nothing. The question is, What's inside the framework?

The B.M. Library can be improved undoubtedly, not by subtracting from its holdings, but by filling up gaps.

There is a strong case for specialised libraries, for quite specialised people—but in addition to, not as a substitute for, the B.M. Library. A National science reference Library might be a very good thing, again, covering all sciences, where quite specialised or highly technological books are concerned; but there would obviously have to be a good deal of overlapping in holdings in marginal subjects—e.g. the history of science, geography. For the same reason the concept of a separate national social science library is absurd, unless its contents are also contained in the B.M. library.

The prospect for visiting scholars of eating up valuable time going from one library to another to get hold of a 'marginal' book is appalling. The separation of the B.M. newspaper collection at Colindale is already discouraging enough for scholars who have to work with newspapers as well as other things. The B.M. is an international centre, not just a centre for people who live their lives in London.

For the last reason also it would not be sensible to transfer the library to the outer suburbs or the provinces. People don't merely go to a library, they have to live somewhere. The outer suburbs or the provinces might provide a cheap site for a new library; but the cheapness of a new site is really irrelevant to the requirements of a national and international library, which is also a reasarch institution, like the B.M. Library. As a centre it needs to be in a centre.

As for other British libraries, very few overseas scholars would use any other library in preference to the B.M. unless at some university or place which had a first-class or anyhow adequate library for their purpose, or some specialised collection e.g. the Bodleian, the University Library at Cambridge, the John Rylands Library at Manchester. But most of these people would want the B.M. as well.

It has been suggested that the B.M. Library might lend books. The suggestion fills one with horror. Apart from the 'museum' aspect of the library, its incunabula and so on, it is a reference and research library, and a library of deposit. It is not, from its very nature, a lending library, and the two sorts of library should not be confused. Apart from the mechanics of lending, and the settlement of which classes of books should be lent, and what books within those classes, and what sorts of people they should be lent to, it is elementary to remember that to lend books from a national and international reference and research collection would at once destroy efficency and wreck any framework there is. Even under present conditions, it is surprising how often a student has to wait for a book because it is already in use. To have to wait for it, say, for a fortnight would be intolerable. The other complications, risks of damage and destruction and so on, are obvious to any librarian, and indeed to any person who uses books professionally.

6 By Professor B. Fabian, of the University of Münster, on behalf of the "Anglistentag"

The *Anglistentag* is the body representing German university professors of English language and literature, and it would like to make the following observations on the use of the British Museum Library by scholars from Germany.

Post-graduate studies in the English sense do not yet exist at German universities, and three categories of scholars have to be considered: (a) pre-doctoral research students, (b) doctoral candidates, and (c) post-doctoral research scholars. In general, the number of students reading English at our universities is large and is expected to rise, and categories (a) and (b) will correspondingly increase in number.

German library facilities will be adequate to meet the requirements of many students in category (a). A relatively small number will have to do research work at one of the major British libraries (not necessarily the B.M. Library).

Category (b) will most noticeably increase in number. During the winter term of 1966/67 seventeen doctoral theses were accepted by West German universities in the fields of English language and literature; during the summer term of 1967 twenty-two. A conservative estimate for the next years would be fifty to sixty theses per year. Approximately fifty to seventy per cent of the doctoral candidates will *inevitably* have to do at least some research work in the B.M. Library. An additional ten to twenty per cent will place orders for microfilms, photostats, etc. with the Photographic Service of the Museum. In some English Departments practically all of the doctoral candidates visit the B.M. Library for longer periods (up to several months).

Category (c) includes candidates for *Habilitation* as well as the senior staff of the English Departments. There is hardly any *Habilitationsschrift* which does not embody the result of research done in the B.M. Library. (Four were accepted in the summer term of 1967.) A fairly large proportion of the senior staff are regular visitors of the B.M. Library. Most (and in some cases all) of their publications are dependent on use of the B.M. Library.

The dependence of German scholars on the B.M. Library is likely to increase. Practically all of the major German libraries were severely damaged during the last war. Efforts have been made to replace losses, but the attempts at re-building the collections have hardly been systematic enough to meet the requirements of present-day scholarship.

A national library is virtually non-existent in Germany. The 'Staatsbibliothek der Stiftung Preussischer Kulturbesitz' in Marburg is a mere shadow of the former 'Staatsbibliothek' in Berlin. At present it does not perform the basic functions of a national library.

Library development in post-war Germany has been remarkably slow. Research work in such fields as library organization and library service is hardly being done. The availability of research material is restricted by the cumbersome lending system operated by the majority of the German libraries. Due to the present state of the German libraries, which is likely to continue for some time, no research of any consequence in the field of English studies can be done in Germany.

There is another important, though less obvious, way in which at least some German scholars depend on the British Museum. Students interested in new bibliographical methods and techniques cannot turn to any Germany library for information and advice. In the absence of significant German contributions to post-war bibliography they have to rely on the expert opinion and experience of foreign librarians. One of our English Departments has invited, and will continue to invite, members of the senior staff of the British Museum to give lectures on bibliographical subjects. A situation is desirable in which librarians of the British Museum might be asked to act as regular consultants to some of our English Departments.

It should also be emphasized that the publication of the General Catalogue has done much to tie foreign scholars to the British Museum Library. Most of us have access to a copy of the printed catalogue in a German library and make constant use of it as a reference work.

Finally, German readers will invariably be in favour of a national reference library which does not make loans from its stock. The universal lending system operated by their libraries has many and serious disadvantages. Even if the process of interloan could be speeded up, the immediate availability of books—one of the prime requirements of scholarly research—is restricted. Certain types of work, e.g. the compilation of check-lists and subject bibliographies, can hardly be carried out in a lending library. The lack of a major *Prasenzbibliothek* in West Germany is frequently felt to be one of the greatest obstacles to scholarly work.

March 28 1968

APPENDIX 6

THE GREAT RUSSELL STREET SITE AND BUILDING PLANS

A The Nature of the New Library Scheme.

1 The shortages of space which are making themselves felt more and more at the present time were foreseen more than twenty years ago when Sir John Forsdyke proposed a new library building to the south of the Museum. The history of this scheme is given in greater detail at the end of this Appendix. Here it is necessary only to recall that Sir Leslie Martin and Mr. C.St.J. Wilson were appointed architects for the new library scheme on this site in 1962 and in January 1964 submitted outline proposals for a new building to house the Departments of Printed Books, Manuscripts, Oriental Printed Books and Manuscripts, and Prints and Drawings. The architects emphasised that these were outline proposals only and did not attempt to show a finished architectural solution.

2 The new building was envisaged in two main blocks, one to the east and one to the west of a central piazza. The space below the piazza would be used for car-parking, for goods access and various services, and would provide a link between the two buildings.

3 The main library block, to the east, was to be a square building on eleven levels, of which four were below ground. The main stack was on seven levels of which the four below ground occupied the whole area of the building, and the three above ground were surrounded by a belt of administrative offices and staff work-rooms. Above the stack were a catalogue hall, a public reference room, the main Reading Room, six specialized subject reading rooms, a rare book division, and six reading rooms for special meterials: periodicals, official publications, music, maps, western manuscripts, and oriental printed books and manuscripts. Each reading area was above the corresponding departmental offices and stack area.

4 The west block was designed to contain four main areas: the bindery, a galleried exhibition area, a public lecture hall and restaurant, and accommodation for the Department of Prints and Drawings, including students' room, storage and administration areas.

5 The approximate total floor area provided for the Library's main requirements was 935,800 square feet, divided as follows:

Exhibition Galleries		**37,800 sq. ft.**
Department of Printed Books	**Total area:**	**738,400 sq. ft.**
Public reference room (300 readers)		20,000 sq. ft.
Catalogue hall and bibliographical reference room		5,000 sq. ft.
General, rare books and subject reading rooms (1040 readers)		59,300 sq. ft.
Reading areas for maps, music, periodicals and official publications (480 readers)		25,300 sq. ft.
Storage (incl. open access)		543,000 sq. ft.
Administration, staff working space, meeting rooms, etc.		85,000 sq. ft.
Department of Manuscripts	**Total area:**	**67,400 sq. ft.**
Students' Room (100 readers)		6,100 sq. ft.
Storage		50,000 sq. ft.
Administration, staff working space, etc.		11,300 sq. ft.
Department of O.P.B. & MSS.	**Total area:**	**71,700 sq. ft.**
Students' Room (60 readers)		4,200 sq. ft.
Storage		60,000 sq. ft.
Administration, staff working space, etc.		7,500 sq. ft.

Department of Prints and Drawings	Total area:	**20,500 sq. ft.**
Students' Room		4,000 sq. ft.
Storage		10,000 sq. ft.
Administration, staff working space, etc.		6,500 sq. ft.

6 At the western extremity of the site the architects left a self-contained area of 1.6 acres. This was for independent development, but they included in their proposals a suggestion for its development in harmony with the library scheme as 21 shops, 22,000 sq. ft. of office space, a car park and 106 units of housing to accommodate approximately 350 people.

7 The Trustees have no doubt that these proposals, so far as the main eastern block is concerned, provide the basis for an adequate solution of the problem of housing the collections, staff and services of the national reference library (excluding the N.R.L.S.I., the Newspaper Library and the Department of Prints and Drawings,) for the foreseeable future.* The additional services suggested in their evidence, and the inclusion of accommodation for the British National Bibliography, the combined receipt office for the copyright libraries, and the national union catalogue, require space which is small in proportion to that already provided for reading rooms and book storage, and can be found by making adjustments in the distribution of space between stack and working areas. New proposals for the N.R.L.S.I. and the Department of Prints and Drawings are set out below.

B Accommodation of the N.R.L.S.I.

8 As is stated in para. 68 of their main memorandum of evidence, the Trustees regard the separation of the N.R.L.S.I. from the main library as an expedient, acceptable only because it seemed to promise the rapid establishment of the library as a fully effective entity. The abandonment of the plan to house the N.R.L.S.I. in a building shared with the Patent Office and the continued failure to produce any alternative have changed the situation, and the Trustees have consequently requested the architects for the new library to consider whether the N.R.L.S.I. could be housed within the capacity of the Great Russell Street Site, if necessary by housing the Department of Prints and Drawings in renovated accommodation within the present Museum building and resiting the exhibition area for books and manuscripts in the main library building.

9 After studying the space requirements for the N.R.L.S.I. (a total area of approximately 368,000 square feet) the architects have replied that both this library and certain functions (lecture rooms, restaurants, bindery and central heating plant) to be shared with the rest of the library could be accommodated on 2.3 acres of the western part of the site in a 7-storey building with a total gross area of approximately 433,000 square feet. Besides the common services already referred to, such a building would house a patents reference room, 1,000,000 volumes on open access (250,000 linear feet), with space for 1200 readers, and closed access compact storage for a further 250,000 volumes (50,000 linear feet). It would be possible and reasonably economic to provide two further basement floors of closed access stack space by excavating to the same depth as in the east block, and these floors could contain, in compact storage, approximately 570,000 linear feet of shelving (approximately 2,850,000 volumes).

10 Besides the change in the location of the Department of Prints and Drawings, this plan would reduce the area for development as dwellings and shops from 1.6 to 1.2 acres. Against this, however, may be set the following advantages: the N.R.L.S.I. could use certain facilities common to the Main Library and the Museum while retaining the separate identity inherent in its organization as an open-access library. Furthermore, its placing in a separate building would permit an independent start to construction, earlier than that of the main library, since a considerable area of the western part of the site has already been acquired. If building were permitted to a greater height than originally envisaged on the area allowed for independent development, it might well be possible to provide on this reduced site an equal number of units of accommodation.

C *Storage Capacity.*

11 The requirements which were contained in the specifications given to the architects, Sir Leslie Martin and Mr. C.St.J. Wilson, and which did not, of course, cover those of the N.R.L.S.I., specified a closed access storage area, of 436,000 sq. ft. with a further 107,620 sq. ft. for open-access collections in the various Reading Rooms. The maximum capacity of the site, however, was something that could only be determined after the architect had studied systems of mechanical retrieval and return of volumes and methods of compact storage, in the light of an estimate of the rate of growth of the collections.

12 With this aim in view Mr. C.St.J. Wilson, accompanied by Mr. C.E.N. Childs, an Assistant Keeper at the British Museum, visited 18 foreign libraries in 1966 and 1967. On the basis of information gained during these journeys he has estimated that, (apart from the half-million items on open access) the capacity of the stacks in the proposed main building will range from an initial installation of conventional fixed presses of 2,016,000 linear feet to a maximum capacity with movable "compactus" shelving of 3,600,000 linear feet, i.e. an expansion capacity of approximately 80%

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* See section C, below.

13 To these figures should now be added the allocation of storage space for the N.R.L.S.I. already quoted, i.e.

Books on open access–	250,000 linear feet.
Upper closed stack (compact storage)–	50,000 linear feet.
Two basement closed stacks (compact storage)–	570,000 linear feet.
	870,000 linear feet.

The grand total storage capacity of the site, therefore, to meet the needs of the library departments excluding Prints and Drawings but including the N.R.L.S.I., could be of the order of 4,500,000 linear feet of shelving. When it is considered that the total collections of the four library departments including the N.R.L.S.I. (apart from the collection of newspapers at Colindale and the 63,000 volumes on open access) at present occupy approximately 600,000 linear feet of shelving, it will be seen that the site can provide for at least a 7-fold increase in holdings.

14 The capacity of the site, however, must be considered in relation not only to the length of shelving which it can accommodate but to the rate of increase of the material to be stored. In 1966 a study was made of the growth rate of various types of material in the General Library, the State Paper Room and the N.R.L.S.I. over the period 1960-65. It was found that, broadly speaking, the collection in the General Library were increasing exponentially by 2 per cent per annum, and the collections in the State Paper Room and N.R.L.S.I. by 5 per cent per annum. These rates of growth can readily be contained for fifty years or more within the space proposed for the Bloomsbury site; and a faster growth rate can be allowed for if, in addition to the use of compact storage, a certain proportion of the material is received in or converted to miniature form. The outhousing of material found to be little used might ultimately prove be be necessary, but would in no sense be an immediate prospect.

15 It appears, therefore, that the extent of the site needed for the new library depends more on the facilities to be provided for readers and the size of the staff to be employed than on the quantity of literature to be stored.

D Summary of the History of the Scheme

1944 Idea of a new building to South of the British Museum first proposed by Sir John Forsdyke in a letter to The Ministry of Works of 23rd June.

1947 Site designated in principle under the Town and Country Planning Act. The designated site covers some 7½ acres immediately to the south of the present Museum building. It is bounded by New Oxford Street and Bloomsbury Way on the south, Bloomsbury Street on the west, and Bloomsbury Square on the east. The whole site was designated except for the area occupied by St. George's Church.

1951 Designation of the site incorporated in the L.C.C.'s Development Plan.

1952 Public Enquiry, which led to the conclusion that this site was the only suitable one for the proposed development.

1955 Plan approved by the Minister of Housing and Local Government. The Town and Country Planning Act, 1947, requires the Minister of Housing and Local Government to be satisfied that acquisition is likely to take place within twelve years from the date of the confirmation of the designation of the site, in this case, April 1955.

The Ministry of Public Building and Works intended to acquire as much of the site as possible by agreement, but considered that it would be necessary to resort to compulsory purchase in order to acquire the remainder. (By 1967 approximately one half of the site had been acquired by agreement at a cost of just over £2,000,000).

1961 On the basis of information supplied by the four library departments and in consultation with the Ministry of Public Building and Works, a schedule of requirements and an explanatory memorandum were prepared and passed to the Ministry of Public Building and Works. The Borough of Holborn requested that the designation of the site be reconsidered and that, if necessary, a further public enquiry be held.

1962 Sir Leslie Martin and Associates were selected by the Trustees with the assistance of Sir Edward Muir, Permanent Secretary, Ministry of Works and the The Chief Architect, Ministry of Works (Mr. E. Bedford), from a short list of architects prepared on the advice of Sir William Holford. When the Minister of Works' approval had been obtained, the appointment of the architects was announced in the House of Commons. Later, at a meeting with the Parliamentary Secretary, the architects and representatives of the British Museum and the Ministry of Works, the Borough of Holborn agreed to co-operate in the scheme, provided that as much residential and commercial development as possible was accommodated on the site.

1964 The architects' outline plan was accepted by the Trustees (9 January) and by the Government (24 September).

Government approval of the architectural plan was "subject to consultation with the many interested authorities, including housing and planning authorities". It was hoped that building could be begun in the early 1970's and be phased over 10 years.

1965 In October, after Holborn had become merged in the London Borough of Camden, a further meeting was held between Camden, the architects and representatives of the British Museum and the Ministries of Housing and Works. The Officers of the Borough again stressed that the Council was concerned at the displacement of residents involved in the scheme. It was, however, agreed that the following action should be taken:

1 The Ministry of Works should at once refer the scheme formally to Camden according to the procedure contained in the Ministry of Town and Country Planning Circular 100/50.

2 The Ministry of Works should approach the Consortium for the redevelopment of the Covent Garden area about the possibility or rehousing in that area residents displaced in the course of redevelopment.

3 The site should be surveyed as a matter of urgency.

4 The Ministry of Works should decide as soon as possible on the procedure to be followed for the acquisition of the remainder of the site.

Action was taken on the first point immediately. Camden did not reply, however, until one year afterwards, on 12th October, 1966. No action appears to have been taken by the Ministry of Works to accelerate this reply. No action has been taken, so far as is known, on the other three points.

In its reply Camden Council made three objections, the two most important of which were: (a) that experts studying future needs tend no longer to favour large comprehensive libraries; (b) that the National Library might be built elsewhere. he first of these objections was referred to the Department of Education and Science, the second to the Ministry of Works.

Meanwhile, the British Museum Trustees, already alarmed by the delay, had been alarmed still further by a reported comment by the Minister of Housing, Mr. Crossman, on 21st March, 1966, that the Government was "having second thoughts on the new library plan". In correspondence with the Chairman of the Trustees, Lord Radcliffe, Mr. Crossman indicated that it was a desire to preserve the western side of Bloomsbury Square which had prompted the second thoughts. Mr. Crossman's successor, Mr. Greenwood, agreed that the Trustees should be represented at any talks between his Ministry, the Ministry of Works and Camden under the Circular 100/50 procedure. So far as is known, no such talks have been convened.

1967 In an effort to achieve progress, the Trustees attempted to send a delegation to the Minister of Works, but it proved impossible to arrange a time convenient to the Minister.

The Secretary of State for Education and Science, however, invited Lord Radcliffe to meet him and told him that an early decision would need to be made on the use of the site; he asked for the Trustees' views on Camden's two objections, made in October, 1966 (see above).

Papers on these two points were sent to the Secretary of State. It was Lord Radcliffe's understanding that there would be opportunity for further consultation and discussion. Late in October, however, an attempt was made by the Secretary of State to get in touch with Lord Radcliffe, who was ill. As a result, a deputation of Trustees met the Minister on 25th October and were informed of the Government's decision to end the designation of the Great Russell Street site and to set up a Committee to study national library services.

APPENDIX 7

VIEWS OF KEEPERS OF DEPARTMENTS OF ANTIQUITIES

We would like to stress that what is distinctive of the British Museum is that it covers the whole field of human activity from pre-history to the present day, both in artifact and in written records. Every historian knows that a full picture can only be established by the consideration of both classes of "document", the evidence of archaeology, numismatics, epigraphy and art history being required to supplement, extend and complete the written record. To no class of person is this union more valuable than to the Museum staff itself, in both parts of the Museum as it is; but it is also of value to all researchers who may use the Museum and its services, whether in person or by post.

Consideration will make it apparent that the books, and still more, the manuscripts, in the library can be looked at as objects as well as written records. They are not only texts, but also examples of book production, (calligraphy, illumination, illustration, binding, etc.) of the time of their production. It is equally clear that many items in the Antiquities Departments are literally documents, written records ranging from papyri and clay tablets, through seals and coins to inscribed bronzes and sculptures, while many others convey an iconographic or historical reference; just as, conversely, every item in the Library Departments can be regarded as an artifact, as well as a text. Of course, many library items are commonly so treated and are thus being looked at from the same view-point as the collections in the Antiquities Departments, about which it is natural to ask the same questions.

It follows naturally that the British Museum should traditionally be the reference centre for the study of the arts of the book (printing, binding, palaeography and illumination), just as it is also for the material in the Antiquities Departments as historical records rather than only as works of art. We are so accustomed to this double aspect of the collections that it would not occur to us to refer to it, if it had not been suggested from outside that we are an accidental amalgam of library and museum, an unnatural composite creation.

As a result of this tradition there is constant cross-referencing between the Library and Antiquities Departments. The whole approach of the senior staff to their work is from a background of historical scholarship, a primary object of which is the placing of all objects in the Museum collections whether library or antiquity in its historic context. This means more than merely situating it in time and place. It means so placing it in its context in catalogue or other publication or on exhibition as to enable it to make its full contribution to an understanding of its period. All this implies or requires free access to a very wide range of written records, including maps and views. It is this wealth of reference which enables he British Museum to hold a unique position in the world of scholarship national and international. A similar range of reference is available to any student or scholar from any land working in the Museum.

In their work both sides of the Museum have the support of the Research Laboratory, not only in advising on measures of conservation but also in studying the physical make-up and material history of any object in the collections or under consideration for possible acquisition. The Laboratory is equipped to answer questions about the composition and age of any artifact, whether the material is organic or inorganic. Paper, textiles, leather, ivory and the precious metals are found in both Library and Antiquities collections and the problems of their study, display and conservation are common.

Some of the most successful and stimulating special exhibitions held in the Museum since the War have drawn upon both sides of the Museum collections in a way that could hardly have happened had they not all formed parts of a single institution. Examples are those entitled: Henry the Navigator; Western Influence in Japan from 1543 to 1880; Asian Scripts; The Dead Sea Scrolls; Asia in the Sixteenth century on the eve of the European impact; Fakes, and the current James Cook bicentenary exhibition. When the Museum has its own special exhibitions gallery there will be opportunities for holding more frequent and more important exhibitions of this kind.

Here we have an example of the fundamental unity of the Museum. We may now look at another aspect of this unity, the benefit which all departments draw from the reputation of the whole with the public at home and abroad. This esteem and confidence is demonstrated almost every day by gifts ranging from costly private publications to offprints from scholarly articles and from unique manuscripts to archaeological reference material. It is evident that those whose special interest in the Museum may have been stimulated by their contact with one department may in time become benefactors of another. This is strikingly demonstrated in the case of Sir Chester Beatty. He first came in contact with the two departments of manuscripts as a foremost collector of western and oriental manuscripts. Dr. Eric Millar, afterwards Keeper of Manuscripts, became his final adviser and ultimately cataloguer of his superb collection of illuminated manuscripts. Mr. J.V.S. Wilkinson, an Assistant Keeper in the Department of Oriental Printed Books and Manuscripts, served Sir Chester in the same way and afterwards became his Librarian and moved with the library to Dublin. When Sir Chester's interest extended to papyri he came into contact with the Department of Egyptian Antiquities, and he remained in close touch with its Keeper and staff until his death. He was in equally close touch with the Keeper of Oriental Antiquities. In this way Sir Chester Beatty became a notable benefactor to the Museum both to the Library and to the Antiquities Departments, giving both material and financial support as well as personal friendship in a typically generous and understanding way.

In other instances the library departments have benefitted from interest generated in one or other of the departments of Antiquities. Instances are the bequests in 1948 from Sir Bernard Eckstein and Mr. P.C. Manuk. Eckstein was in close touch with the departments of British and Medieval and Oriental Antiquities and was advised in his purchase of European porcelain by Mr. William King and of Persian and Mughal miniatures by Mr. Basil Gray. He bequeathed to the Museum 73 extremely valuable pieces of European ceramics ranging from Henri II faience to Sevres and Chelsea porcelain; a choice of 28 Persian miniatures, including some of the finest examples in the country; and also two fine illuminated manuscripts of the 15th and early 16th centuries.

P.C. Manuk, a lawyer practising in Patna but partly resident in London, came into touch with the Department of Oriental Antiquities in the 1930's and remained in touch until his death. He bequeathed to the Museum, not only a large share in his extremely important collection of Indian and Persian paintings and drawings, but also ten illuminated Persian manuscripts and one in Sanskrit.

Dr. Eric Millar's own beques, received in 1967, includes not only important manuscripts but a large series of drawings by Downman and a number of 19th century English draughtsmen and some interesting Tibetan images of 17th and 18th century date.

The interest of Bernard Shaw was not quite exclusively in the Library in spite of what was stated in his will. He was a frequent visitor to the old Department of Oriental Prints and Drawings and not only because of his friendship with Laurence Binyon but also of his interest in the subject. I think there is evidence that he cared for the Museum as a united institution of library and collections.

There have also been occasions when correspondence or journals have reached the Department of Manuscripts because they concerned collections in the departments of Antiquities. A case in point is the Warren R. Dawson Collection of papers recently bequeathed to the Trustees and now being examined in the Department of Manuscripts. This material reached the Museum because of the testator's interest in Egyptian Antiquities and his link with that Department. There have been many instances in the past of bequests of such papers including those of Sir Richard Burton, Robert Hay, Robert Ker-Porter, and Sir Henry Layard.

MEMORANDUM

submitted by

THE COUNCIL OF THE BRITISH NATIONAL BIBLIOGRAPHY

2nd May, 1968

1 The Council of the British National Bibliography Ltd.

The Council of the British National Bibliography Limited (BNB) was established in 1949 as a result of the work of a committee of the Library Association. This committee, set up shortly after the Second World War to consider the provision of centralised cataloguing and bibliographical services, ultimately formed itself into the Committee on National Bibliography with representatives from the British Museum, the library Association, the Publishers Association, the Booksellers Association, the National Book League, the British Council, the Royal Society, Aslib, the National Central Library and the then UNESCO Co-ordinating Body for Libraries. The Committee's conclusions were clearly influenced by UNESCO's recommendations for the improvement of national bibliographical services (later published, 1950, as the Proceedings of the Conference on the Improvement of Bibliographical Services). Because of the difficulty at that time (1949) of obtaining financial support for the establishment of a national bibliography, the Committee decided to register itself under the Industrial and Provident Societies Acts, 1893-1928, as a non-profit-making society. The society, known as the Council of the British National Bibliography Ltd. was duly registered in July 1949 to: 'carry on the business of compiling, editing and publishing in appropriate bibliographical form lists of books, pamphlets and other recorded material of whatever nature published in Great Britain, the Dominions and Colonies and/or foreign countries, together with such annotations or further information as may be desirable for the use of librarians, bibliographers and others' and with the following assets:—

A capital of 15/—d.
A guarantee for one year of £2,000 (provided by the Library Association)
A promise of accommodation for the necessary staff in the British Museum with access to the books received in the Copyright Receipt Office of the British Museum.

2 Development of the work of BNB

In spite of the lack of funds and the difficulties experienced by the British Museum in providing the promised accomodation, the first issue of the British National Bibliography came out on the first Wednesday of January 1950 as advertised and its publication has continued regularly and promptly ever since. Lack of accommodation, in spite of the generosity of the British Muesum, has always been a serious problem and has made it difficult for the BNB to cope with he expanding task of recording an ever-growing number of new publications and to develop, at the same time, other services to libraries.

Nevertheless, the BNB is now engaged in a large number of activities, the principal of which are listed below:—

(i) The British National Bibliography

Weekly, cumulated monthly (alphabetical section only), quarterly, annually and every five years.

(ii) The British Catalogue of Music

Every four months and annually.

(iii) A Printed Card Service

The service provides cards against the specific requirements of individual libraries as well as complete sets of cards. Depending on he time of year, orders for cards are met within two to seven days.

The service also provides the basic catalogues for six out of the ten Regional Bureaux and a monthly reporting system to these Bureaux of the new books added to member libraries which use the Printed Card Service. This is an important element in the maintenance of Regional Catalogues providing current records of the recent additions of British books to some 30% of member libraries in each case. The service not only reduces the work of Regional Editors but eliminates the labour of reporting by the member libraries.

(iv) The Library of Congress Shared Cataloguing Project

This project is designed to provide for the university and research libraries of the United States cataloguing data for all current books published anywhere in the world. The BNB takes an active part in this project supplying the Library of Congress with advance-of-publication copies of catalogue entries.

(v) **Participation in the project for machine-readable cataloguing data (Project MARC)**

The BNB is very much involved in the preparation of an international format for a machine-readable catalogue record and keeps in close touch with the similar project at the Library of Congress. The BNB MARC Project has been mounted with the assistance of funds from OSTI and it is expected that a system for creating machine-readable catalogue records will be ready in an experimental form by July 1968.

The objects of the project are to provide weekly tapes on a regular basis, to produce the British National Bibliography by computer-aided techniques and to devise ways of exploiting the accumulation of cataloguing data in machine-readable form. This is an undertaking that could have far-reaching effects on the library services of the country and underlines the importance of BNB's role in national library services and the need to ensure co-ordination between its activities and those of the other national library services.

(vi) **A Fotolist Service**

As the volume of entries recorded in the British National Bibliography increased, the limitations of traditional type-setting began to cause delays in the production of the cumulated volumes. In 1960, a sequential camera (a FotoList camera) and associated equipment were purchased and used in place of traditional print with considerable improvement in the time taken to preppare publications.

As the equipment was not fully used by the BNB, facilities were offered to other bibliographical and indexing services. The following is a list of the principal such publications concerned:

The British Technology Index	–	monthly and annually
The British Humanities Index	–	quarterly and annually
The British Education Index	–	termly and every two years
The British National Film Catalogue	–	every two months and annually

3 **Services to the Profession**

In addition to the above services, from the sales of which BNB derives its income, the staff are in demand for consultation and advice on matters concerning bibliography, cataloguing and classification. BNB's staff took an active part in the final preparation of the Revised Anglo-American Cataloguing Rules and the Council (in co-operation with the North-Western Polytechnic Department of Librarianship) gave financial support to a research project to compare the results of applying the Revised Code for the guidance of libraries. Staff are also engaged in a study of the feasibility of a project for a new general scheme of classification and serve on a number of committees of the Library Association, the British Standards Institution and numerous committees on the development of computer-assisted techniques in libraries. BNB also assisted in the Publishers Association's plans for Standard Book Numbering and is to take part in the running of the Standard Book Numbering Agency, a permanent institution set up by the Publishers Association, J. Whitaker & Sons Ltd., and the Council of the British National Bibliography Ltd. to control the register of Standard Book Numbers.

4 **The BNB and the British Museum**

The growth of the BNB has been considerable. The cataloguing force alone has increased from seven in 1950 to twenty four in 1968–an indication also of the many activities now falling to the BNB and a measure, we believe, of the competence with which it has met the bibliographical needs of libraries.

The close association with the British Museum, which had provided access to the books received in the Copyright Receipt Office (and many other valuable services, not least, access to the books in the Library itself) came to an end last year (1967) when, because of acute shortage of space, the British National Bibliography removed from the premises of the British Museum to accommodation in Rathbone Street, W.1.

In order to obtain access to the necessary books, the Council of the British National Bibliography Ltd. entered into an arrangement with the Copyright Libraries of Oxford, Cambridge, The National Library of Scotland and Trinity College, Dublin, to accommodate their Agent in the building.

There are advantages in this arrangement to the four Copyright Libraries concerned, the most important of which is that the BNB is able to provide cataloguing data with each set of books dispatched to the libraries, overcoming the most serious hindrance to the use of centralised cataloguing–the matching of copy from one source with books from another. The Libraries are anxious to make the greatest possible use of this new facility and plans to develop standards in cataloguing practice are under discussion.

Removal from the premises of the British Museum has not been without its disadvantages to the BNB. While publishers have tended on the whole to deposit with the Agent for the Copyright Libraries in advance of publication, the British Museum tends to receive a considerable number of non-trade publications which do not find their way as a matter of course to the Agent. This entails a check of all items received by the Copyright Receipt Office of the British Museum and for the purpose of cataloguing these items, a section of the BNB has still to be accommodated on British Museum property. An additional problem is the loss of easy access to the British Museum's collection. In the course of subject indexing, cataloguers find it necessary to consult works on associated subjects and removal from the British Museum has made this less practical. In addition, the splitting of the collection in recent years and the transfer of scientific and technical works to Bayswater has noticeably decreased the effectiveness of the British Museum's collection for the BNB classifiers.

The interests of the BNB, in fact, would best be served by a return to premises in closer proximity to the Copyright Receipt Office of the British Museum and to the Museum's collections which, for BNB's purposes, should not be separated.

5 Conclusions and Recommendations

The Parry Report, quoting the recommendations of UNESCO, sets out the various functions of a 'national library' (Paragraph 298). There are thirteen of them and it would be ingenuous to suppose that in Great Britain they could all be undertaken by a single institution in a single building. In the less developed countries such an objective may be feasible but, when one considers the extent to which many of these functions are being carried out in Great Britain and their diversification, it becomes evident that almost every one of them requires a director with considerable autonomy and freedom of action.

Some co-ordination is undoubtedly desirable and could be achieved through some such body as the National Library Services Council suggested by the Parry Report.

As far as the British National Bibliography is concerned, the Parry Report recommends that it should be part of a proposed national library using the copies of books received under legal deposit as the basis. The Parry Report, however, goes on to commend the work of the Council for the British National Bibliography Ltd. and it is a fact that the British National Bibliography is as efficient as any national bibliography in the world.

While it is logical that the national bibliography should be compiled from the copies of books received at the national library under legal deposit, it does not necessarily follow that the organisation responsible for compiling the national bibliography should be a department of the national library. In fact, it has been demonstrated over the past seventeen years that the independent Council of the British National Bibliography Ltd. has been able to work in close harmony with the British Museum using copies of books received at the Copyright Receipt Office while still remaining a successful and vigorous self-supporting organisation. Moreover, it should not be overlooked that the autonomous nature of the Council of the British National Bibliography Ltd. has contributed greatly to the efficiency of its services and the following arguments, we believe, present a strong case for retaining the present independent nature of the British National Bibliography:—

(i) The staff of the British National Bibliography, in its day-to-day work of producing the weekly lists and cumulations, must have freedom to take immediate action. The production of a weekly publication of the complexity of the British National Bibliography depends on split-second timing and quick decision-making. There is no time to refer back in a crisis and full confidence must be placed in the executives. It is thought that if the British National Bibliography were made a sub-ordinate department of a national library, this independence of action would be lost and the vitality which is so evidently responsible for the success of the present British National Bibliography would be lost.

(ii) The Council of the British National Bibliography Ltd. has successfully carried on the business of producing and publishing the national bibliography and made it self-supporting and there seems no good reason therefore for changing its status.

(iii) Because the Council of the British National Bibliography Ltd. depends for its funds on the sale of its products, it is likely to be more responsive to its consumers' needs.

(iv) Additional services, such as more complete coverage of the publications of Her Majesty's Stationery Office; a bibliography of maps; cataloguing data on foreign books, over and above those already recorded in BNB; and research into cataloguing needs and practices, could be undertaken by the present Council of the British National Bibliography Ltd. with the help of specific grants (just as it now has a grant from OSTI for the UK MARC Project). For continuing consultative work an annual grant might also be made but, in essentials, the Council should remain independent and self-supporting.

In the light of these considerations, the most efficient course would seem to be to retain the present autonomous self-supporting Council for the production of the British National Bibliography, special grants being made to the Council for special services as required.

It is strongly recommended, also, that as soon as suitable accommodation is available, the British National Bibliography should be accommodated in close proximity to the Copyright Receipt Office of the British Museum and with access to the Museum's collections, which for its purposes should not be scattered.

Furthermore, in order that the other Copyright Libraries may continue to receive the benefits of an association with the British National Bibliography and to rationalise the procedure for the receipt of copyright material, one copyright agent should act on behalf of all the Copyright Libraries, including the British Museum.

MEMORANDUM *

submitted by

THE TRUSTEES OF THE NATIONAL CENTRAL LIBRARY

4th July, 1968

The Trustees of the National Central Library, in submitting evidence to the Committee wish to draw particular attention to the importance of strengthening and developing the lending library services in the country, and also to the type and the quality of the service given by the National Central Library over the last fifty-two years. They believe this service to be of great value and widely appreciated and they wish to emphasise the earnest desire of the library, whatever the form of national library service recommended by the Dainton Committee, to maintain and enhance its services in the future.

They are convinced that in certain areas, notably in humanistic studies and in the social sciences, an efficient national lending service requires a judicious combination of lending from a central stock and enlistment of the resources of specialised and other libraries by means of a central record of their holdings. They believe therefore, first, that the book collections formed by the National Central Library should be extensively and systematically increased with due regard both to known trends in borrowing and to the availability of library materials elsewhere; and secondly, that the Library's inter-library lending work should be strengthened and, to this end, its central bibliographical services, particularly its union catalogues should be maintained and developed. A central location for those services is furthermore essential so that they can be made readily available to the National Reference Library.

The Trustees underline the desirability of co-ordinating all the lending activities of the national library service and of ensuring the maximum co-operation between all the national libraries.

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* Reports of surveys carried out by the staff of the National Central Library and originally included in this Memorandum are published in the Appendices to the Report.

THE PLACE OF THE NATIONAL CENTRAL LIBRARY IN THE NATIONAL LIBRARY SERVICE

I Historical

1 In considering the services of the national libraries coming within the terms of reference of the Dainton Committee and the possibility of co-ordinating these within a unified framework to create a national library service that would be responsible for carrying out the functions of collection, preservation, reference service, central lending service, inter-library lending and co-operation, which functions are at present separately performed by the British Museum Library, the NLLST and the NCL, it is important to survey the existing services in these fields and to recall how they arose. Next, note should be taken of the adequacy and inadequacy of the present services, the causes of the latter being diagnosed where this is possible. Only when what is valuable has been distinguished from what is unsatisfactory in the present situation will it be possible to determine what would be the best form of organisation for a national library service.

2 We are concerned primarily in this document with the services given by the National Central Library but these services have now to be considered in a wider framework and not in isolation. Before doing this we must go back and consider their origins and raison d'etre.

3 The need for some organised form of library co-operation had been felt since the beginning of this century and when the Central Library for Students was set up in 1916 it soon diverged from its original objective which was the loan of books to students (either individually or as members of adult education classes) and became through force of circumstances the means of (1) supplementing the resources of other libraries through loans from its own bookstock and (2) arranging loans between other libraries when its own central lending stock lacked the material required. Thus from the beginning the two main elements in its service were present.

4 It is important to realise that organised inter-library lending began in this country (though it had already made some progress elsewhere) through the Central Library's wish not to limit its service to what it could provide itself. This decision enabled the Library to deal successfully with a higher proportion of requests, and to give a much less limited service than would have been the case if it had confined itself to lending from its own bookstock, though additional time was required to locate material not in stock.

5 At first this supplementary interlending service was based on the assistance given by a few libraries who had indicated their willingness to co-operate. These were called Outlier Libraries. Requests for books not available in the Central Library's stock were sent to individual outliers on a speculative basis since there was then no key to their contents. This often involved needless waste of time in tracking down material which in fact existed in one of the outliers if one had only known which. It is interesting to note that one of these Outlier Libraries was the Library of the Science Museum which in addition to lending to many libraries through the agency of the C.L.S., subsequently set up its own direct loan service to other libraries and organisations requiring scientific material.

6 The importance of an organisation of libraries for purposes of co-operation (i.e. interlending) was recognised in The Kenyon Report[1] of 1927. This recommended the setting up of a system of library regions covering the whole country and linked by the C.L.S. The Kenyon Committee had public libraries mainly in mind but thought it important not to ignore special libraries which had a great deal of valuable unique material to contribute to such a scheme. One of the most significant of the recommendations of the Kenyon Report was that a union catalogue should be created in each region to enable material in the constituent libraries to be located quickly. The Central Library was to hold the master key to the contents of all the regions by combining all these catalogues into one.

7 The Kenyon Committee evidently realised the importance and national character of the organisation which they were proposing to set up, for they recommended that the C.L.S. should become a Department of the British Museum Library and should be maintained wholly from state funds. This recommendation after being considered for a long time by those concerned was rejected by the Trustees of the British Museum on the grounds that they did not wish to become involved in interlending relations with a large number of public and other libraries.[2,3] It was therefore decided to establish the C.L.S. as an independent body with its own Board of Trustees, but the proposal regarding full state support proved unacceptable to the Treasury on the ground that the library supplemented local services. The Central Library for Students was now formally reconstituted as the National Central Library and granted a Royal Charter.

8 The Library was only given a grant-in-aid to cover the bibliographical side of its work, i.e. the work involved in creating and exploiting its union catalogue. For the rest of its activities, which included the building up and use of its own bookstock and its work on behalf of adult education classes, the Library depended entirely upon grants made by the Carnegie United Kingdom Trust, the Cassel Trust, the Thomas Wall Trust, and certain other trusts, and upon voluntary subscriptions from libraries that made use of its services. These trust funds (apart

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[1] Public Libraries Committee. Report on Public Libraries in England and Wales. Cind. 2868. 1927.

[2] Kenyon Report paras 475 – 478

[3] Royal Commission on National Museums & Galleries Final Report. Pt. 1. Section 30 (3), pp. 63–64.

from a small grant from the Peel Trust) have now been discontinued and from 1952, when the C.U.K.T. grant ceased, the Library has been mainly dependent upon the government grant, subscription from libraries having for many years constituted less than 10% of its income.

9 The most unfortunate result of the decision to limit the Government Grant to the cost of the Information Department was that the Library was not able to develop its central collection of books for loan anything like as rapidly as would have been desirable. Later, after the war, when the C.U.K.T. gradually discontinued its grant (which was only intended to help the Library in its formative stages), the N.C.L. found itself with a bookfund growing steadily less in value in relation to the cost of books, a trend which has only been reversed in recent years (see Section 10 Expenditure on books). As the result of these developments, the central lending functions of the Library—for the carrying out of which it was originally founded—took second place to its supplementary function of acting as the interlending centre in this country.

10 Nevertheless, the Library continued to give an expanding service to libraries of all types and was well seconded in this by the Regional Library Systems which, by means of their union catalogues, not only helped to form the basis of the central union catalogue, but were themselves able to screen off from the N.C.L. the majority of requests for the more widely held English books. In 1948 the Royal Society Scientific Information Conference drew attention to the duplication in the holdings of libraries and to the gaps in the coverage of literature that resulted, and recommended the adoption of co-operative schemes for more complete coverage of material both in English and in foreign languages. These recommendations had widespread influence and soon afterwards the Regional Systems began to adopt, individually, co-operative schemes for the coverage of current British material, schemes which were greatly helped when the British National Bibliography was begun. These regional schemes of coverage greatly improved the interlending system by making more material available on loan, especially when they had been strengthened (in 1959) by an inter-regional scheme which divided responsibility for complete coverage of British material, from that time onwards, among the Regions.

11 The work of the N.C.L. thus became more and more related to the provision of specialised material (mainly American, foreign language and older British material). It was less and less able to meet this demand direct from its own stock, partly because the effective value of its book fund was still declining and purchase hitherto had been largely confined to British books (now supplied mainly by the Regions) and also because a good deal of the material now required, being out of print, could not have been obtained even if funds had been available. This meant that the service of the Library depended to a considerable extent upon the co-operation of libraries holding specialised material and upon the adequacy of the central union catalogue. The creation of an effective union catalogue—an essential key in any interlending system—requires the availability of adequate funds both centrally and in co-operating libraries. While these financial conditions existed before the war they ceased to do so after it, e.g. before the war the C.U.K.T. had made substantial grants to the Regions for this purpose. It was thus found particularly difficult in the post war years to incorporate information on the material in university and special libraries, for libraries lacked the funds to provide entries for the union catalogue. The necessity to circulate long lists of desiderata regularly to co-operating libraries therefore increased. The Library endeavoured to minimise this burden on co-operative libraries by recording all the results of these circular enquiries in the union catalogue to prevent needless repetition.

12 It was evident by the early 1950's that the best policy and the most economic way to produce an immediate improvement in the Library's services would be to concentrate more than had been done so far (for reasons mainly of a financial nature, as explained) on the development of the Library's central loan stock and so reduce to an essential minimum the more complex and less rapid processes connected with the Library's interlending or supplementary service. The objects to be attained in doing so would be, first, to be able to deal without any delay with as many requests as possible by satisfying them from the Library's own stock, and, second, to reduce the burden placed on co-operating libraries by referring to them a smaller porportion of requests. Though the proportion of requests which could only be satisfied by recourse to other libraries could not be reduced beyond a certain point, it was desirable, for the above reasons, that this proportion should be as low as possible. The concept of central lending was, however, not fully appreciated at that time, as is shown by various reports and articles (e.g. the Vollans Report)[4] which stressed the interlending rather than the central lending side of the problem of a satisfactory loan service, particularly in the non-scientific field. It was, of course, a question of achieving the right balance, because both means of supplying books were essential, central lending for the more easily obtainable material, union catalogue and interlending for material only obtainable on loan from libraries.

13 While the weight to be attached to these two types of provision was fairly evenly balanced in the non-scientific field, in the sciences, particularly the natural sciences, a good porportion of the material required being recent and mainly limited to periodical publications, there was the possibility of giving a very satisfactory service, within limits, on a central lending basis alone. This was demonstrated later when the NLLST was established.

14 These views regarding the desirability of building up the book stock could not immediately be put into practice, since the funds available to the Library were still limited, (less, in fact, in terms of purchasing power than had been available before the war) but from about 1960 the Library began to plan for building up its central loan stock on rather different lines from those adopted previously. Since it was assumed that scientific needs would be satisfactorily dealt with by the NLLST when it became fully operational, and since the book fund was still so small, it was decided that purchases should be concentrated on the field of the humanities and social sciences,

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[4] Library Co-operation in Great Britain. Report of a Survey of the National Central Library and the Regional Library Bureaux. By R. F. Vollans. 1952.

that as soon as funds became available a much wider coverage of American books should be attempted, and that the Library's purchases should no longer be limited to English language books. This policy was further justified by the fact that the Inter-Regional Scheme for coverage of British books had been operating successfully since 1959 and that requests for post-1959 British books were no longer submitted by the Regions to the N.C.L. but satisfied locally or on an inter-regional basis. The new policy decisions meant, in fact, that the book buying policy of the N.C.L. was now no longer in principle to be restricted to works obtained in response to particular requests.

15 In 1964, when the policies had been operating a few years, a Survey was carried out which plainly indicated the great value of the N.C.L.'s central stock as an element in the loan service in the humanities and social sciences fields. It showed that the most rapid service was obtained by means of its use, and it showed that the N.C.L. was now able to supply from its own stock about 20% of all the post-1950 foreign language books sent on loan from all sources. The latter point was of particular interest in view of the fact that acquisition of foreign language books by purchase only began in 1960 and with very limited funds (only £1,500 per annum). (See N.C.L. Survey 1964, p. 20). It cannot be doubted that if the Library had been in possession since the war of adequate funds for the purchase of books, the present situation, particularly in the humanities and the social sciences, would have been radically different. In the scientific field the position has been improved very rapidly by the provision of funds on a sufficient scale. In the humanities too, only a relatively large infusion of new money can restore the situation and make the service in every respect as good as in the scientific field.

II Procedure

16 Having described how the present situation was arrived at we may now consider the nature of the Library's services and how these are related to the services of the other elements in the situation, the BM Library, the NLLST, and the Science Museum Library.

17 The N.C.L.'s present task is to provide a loan service in the humanities and to a great extent in the social sciences field, together with a supplementary service in the natural sciences. In the humanities and the social sciences this can only be done by a combination of two methods: (i) central lending (i.e. from N.C.L. stock) and (ii) interlending (i.e. N.C.L. acting as a clearing house and locating centre for loans). In the science field it supplements the work of the NLLST by obtaining on loan from other libraries works which are not available in the NLLST's own stock.

18 In the humanities and social sciences a central lending library can never satisfy more than a proportion of the demand by lending from its own stock. It is this which makes the operation of the N.C.L. service highly complex, as well as being unique in this country. It is not possible to segregate in advance those enquiries that can be satisfied from the central library's own stock from those which cannot and which involve the co-operation of other libraries. In the scientific field it is easier to segregate requests that can be satisfied from central lending stock, in that virtually all periodical requests (if one excepts a few older volumes difficult to obtain) can be satisfied in this way. For the humanities and social sciences this is true neither for books nor for periodicals. A substantial proportion of the requests received are for older material, some of it rarely held and not obtainable by donation or purchase on the second hand market. It is therefore absolutely necessary in such cases if a volume is to be obtained on loan (and in the case of books or monographs photocopying is generally not a practical alternative) to borrow from a library which is known to possess it and which is willing and able to lend it. This is a factor in the situation which no expenditure of money could eliminate. The N.C.L. has therefore to act at the same time as a central lending library and as a central clearing house and the two functions are completely interlocked and indistinguishable in practice, though the means which are required to carry them out, the acquisition of a loan collection and the building up of a central union catalogue are clearly distinguishable, save that in the union catalogue, entries for books in the Library's own stock and those for books in other libraries (or in both) are interfiled with one another.

19 The N.C.L. loan service in the humanities and social sciences contains the following essential elements without which it could not operate:

(1) A central lending stock of books and periodicals.

(2) A group of co-operating lending libraries, mainly in and around London, from which books can be collected and despatched without loss of time. These include both university and other libraries (see Section 20 Special Libraries).

(3) The Regional Library Systems and their union catalogues.

(4) The central union catalogue, giving the key to book holdings in elements (1)–(3).

(5) A bibliographical collection of considerable scope which, when supplemented by direct use of the BM Library, enables the many bibliographical queries arising in these fields to be resolved quickly.

20 These various elements in the service of the N.C.L. dovetail into one another and work in the following way:

Requests are received daily (about 560 per working day) from readers using every type of library: university, public and special. Those coming from public libraries and from some special and university libraries are forwarded by Regional Library Bureaux, when these have ascertained that the material required cannot be located in the region concerned. All these requests are checked immediately in the central union catalogue, though bibliographical verification or rectification has to be carried out in a proportion of cases to enable books to be traced at all in the union catalogue. Those which the catalogue shows to be in the N.C.L. stock are dealt with immediately and the books despatched the same day. Of the remainder, those for which there are locations in other libraries are passed to the libraries concerned with a request that they be despatched to the borrowing library. Where there is more than one location given in the catalogue the request is sent on a rota of these, in case the book should prove to be out on loan at the first library. Requests for which there are no locations, or for which all locations prove unavailable (a rare occurrence if there is more than one), require a further search by trial and error methods. Such further searches depend upon the subject of the work required and the trying of appropriate libraries by speculative approaches. About 25% of requests have to be dealt with in this manner, which inevitably involves delay, particularly if a search has to be made abroad. In that case the reader is warned that appreciable delay may occur. The number of requests needing to be dealt with by trial and error methods (which includes the circulation of desiderata lists to universities and other groups of likely sources) could be cut down considerably (i) by increasing the N.C.L.'s own stock and (ii) by expanding the union catalogue to cover more material in university and special libraries. Foreign language material not traced in this country can often be obtained from the appropriate country or countries abroad. Such requests are usually sent to the national library in the country concerned, or to some other centre. Reciprocally, requests received from abroad (again through national centres) are satisfied by the N.C.L., or by one of the co-operating British libraries. In international loans as for loans within this country the volumes themselves are normally sent direct from the lending library to the borrowing library.

21 The speed of operation of the N.C.L. service therefore depends upon:

(i) the proportion of material which can be lent immediately from the N.C.L. stock. At present this is about 20% of all loans made by its agency, but the proportion is much higher in the case of *books* in the humanities and social sciences.

(ii) the proportion which can be supplied relatively rapidly by means of union catalogue locations. This is normally the next quickest means of supply (65% in 1968).

(iii) the proportion of requests that need prolonged searching on a trial and error basis. It is desirable to reduce this proportion as much as possible (10½ in 1968).

(iv) the proportion of requests for material which can only be obtained from abroad. This may involve very considerable delays owing to the time taken by the various foreign (national) libraries concerned, few of which have union catalogues (4½ in 1968).

22 If a more adequate loan collection could be built up from which immediate loans could be made in a higher proportion of cases, say 50%–60%, and if an effective union catalogue giving the precise location of rarely held items in all libraries willing to lend could be developed, so that 30%–40% of requests could thus be satisfied relatively quickly, though not immediately, this would only leave about 10% of requests that would take a longer time to deal with. If 100% success in satisfying requests is aimed at, it is inevitable that some requests (for works not recorded in the union catalogue and not obtainable from nearby auxiliary libraries) will need to be circulated to other possible sources and a certain amount of delay accepted if the material is to be obtained at all. Many scholars are, in fact, prepared in such cases to wait until a book can be traced, rather than cancel their request (see Section 23 Reader Survey).

23 Although, as explained earlier, both central lending and inter-lending are essential to a loan service in the humanities and social sciences, there are three reasons why inter-lending must be kept in future to the irreducible minimum (which will still be a quite considerable proportion of cases for the humanities [perhaps 40%] and a lesser proportion for the social sciences where more recent and periodical literature is used). These reasons are:

(1) As already stated, interlending takes longer and where this can be done should be replaced by central lending.

(2) The total cost in interlending procedures is somewhat higher than for central lending.

(3) The burden on co-operating libraries must be reduced to a minimum. It may be noted that this burden includes both work involved in checking lists and the work involved in despatching books on loan.

24 It seems certain that with the passage of years, if one were able to acquire for central lending a substantial proportion of the current output of books and periodicals, the balance between central lending and inter-lending would tend to tip even more heavily in favour of the former. But interlending will always remain essential for the older material, and in the humanities (and social sciences) some of the most important research needs can only be satisfied in this way. There can therefore be no question of dismantling the machinery of

inter-lending, it should, on the contrary, be made more efficient. It is also worth repeating that interlending in the humanities must go hand in hand with central lending and be completely integrated with it. Any idea of separating central lending and interlending in this field could only lead to a lessening of efficiency. On the other hand, practice has shown that in the scientific field a central lending service alone, with special emphasis on periodicals, is the best arrangement. But this is mainly because of the totally different properties of the literature required in the sciences on the one hand and in the humanities on the other, as well as because of the quite different type of expertise required to run the two services.

III Main Aspects of the N.C.L.'s Service

25 At this point we may attempt to summarise the main aspects of the N.C.L.'s service:

(i) The N.C.L. lends to every type of library, public, university and special. Its service is therefore very widespread. It is estimated that some 2,500 libraries of all kinds benefit and have benefited for many years from its services. Over the 23 years since the end of the war over one and a half million books and periodicals have been lent by it or through its agency. Further, if one takes into account the fact that it supplements and completes the work of the Regional Systems, one can say that the interlending system as a whole has satisfied a total of about six million requests since the war. At the present time about 95% of requests received are satisfied by the system *NCL plus Regions.*

(ii) Many rare and unique works have been made available to scholars by the N.C.L. The Library has even been instrumental in borrowing manuscripts abroad for the use of scholars in this country.

(iii) The Library has established, over the course of many years of negotiation, an interlending system with foreign libraries, including those behind the "Iron Curtain", with the result that many books not held at all in this country have been made available to British readers.

(iv) By means of its organisation for the redistribution of surplus material (the British National Book Centre) the Library has helped many British libraries to complete sets of periodicals and many newly created libraries in the British Commonwealth have been greatly assisted at their foundation stages by donations of material offered by British libraries through the N.C.L. Much valuable material has been obtained from foreign libraries in exchange for British material, thus helping to improve the coverage of foreign language material available to the interlending system.

(v) In the bibliographical field, the Library owing to its large and comprehensive collection of bibliographical materials (including catalogues of many libraries) and owing to the close co-operation with and proximity to the BM Library has been able to remedy the many bibliographical errors in the requests submitted to it and therefore to deal satisfactorily with many requests for titles which would have been untraceable in the form submitted.

(vi) The Library also undertook to continue the publication of the British Union Catalogue of Periodicals (BUCOP) after funds ceased to be available for the origiral publication. Since it has continued this publication on a current basis by mechanical means, it has been able to produce a separate annual scientific list in continuation of the World List of Scientific Periodicals. This publications, BUCOP/World List, has made possible the location of periodicals in all fields of knowledge, and therefore made a notable contribution in itself to library co-operation.

(vii) Although a good deal of the work of the Library consists of requests on what may be called the research level, it does not neglect the needs of the less advanced readers. Requests from public libraries (some of which, however, are of a very specialised character) amount to 35–40% of the total requests received. Many requests from specialised libraries call for non-research material in subjects peripheral to the problem in which research is being done. Furthermore, there is the purely educational aspect of the N.C.L.'s work. Apart from requests emanating from individual students of all types (submitted through public and academic libraries) the Library continues to assist adult education classes with the loan of books for class use, though this service to classes now supplies more specialised material and multiple copies of textbooks are no longer provided (see Section 13 Adult Class Function).

26 At the present time the N.C.L.'s loan service suffers under various handicaps, viz. (i) it is obliged to acquiesce in delays in the interlending service due to the staff and financial problems of co-operating libraries (ii) the cost of the interlending service is relatively high in relation to the cost of central lending from its own stock. Taking into account the fact that in a proportion of cases, 40–50% perhaps, (see para. 22) interlending could not be replaced by central lending, the above handicaps arise mainly from the lack of a large enough loan stock, but also from insufficiently complete union catalogues to trace books not loanable from stock, and hence having to use trial and error methods to locate books. The ultimate cause of both these inadequacies, in relation to the bookstock and in relation to the catalogue, is financial. Problems of space and of staff are relatively much less acute but will be considered now.

IV Staff

27 Something may be said here about the staff requirements of the N.C.L., which needs above all staff with a wide knowledge and experience of the work of other libraries. This is essential in order to maintain and develop close and effective relations and good co-operation with other libraries. It is desirable therefore to recruit staff from all types of library. Many of the professional staff are graduates and for the departmental heads administrative ability is required in a high degree, for the co-ordination and organisation of the bibliographical, acquisitions and clerical sides of the work requires considerable ability and tact. Though scholarship in the strict sense of the word is not in most cases required (save in a few posts dealing with the more difficult type of bibliographical work) library experience and qualifications are most necessary, and in addition a good education and wide general knowledge, and a knowledge of foreign languages or subject knowledge in a particular field.

28 If the N.C.L. is, as is hoped, enabled considerably to develop its bookstock, more staff will be required to select books effectively. This will involve the ability to ascertain exactly what has been published everywhere and the judgement to decide what to buy and what not to buy. Considerable expertise of this type has already been acquired by the existing staff and this applies also to the selection of donations offered to the Library. For this high level work connected with the acquisition of material by purchase or gift, graduates are essential and also language and subject experts. Until now, owing to lack of adequate financial resources, no special staff to undertake research projects has been available (it has now been possible to appoint a research assistant). All surveys and other research work have been carried out by the senior officers and staff of the Library in addition to their other duties. It is most desirable that research staff under a Research Officer should be able to survey regularly the operations of the Library, as well as the functioning of the inter-lending system, in order that the most efficient methods shall always be adopted. Such research staff would require knowledge of statistical methods and also in many cases experience of work in libraries. It is also very desirable that selected members of the staff should be trained in the application of computer methods to library work. This is already being done on the assumption that computerisation of certain elements in the Library's services can be adopted in the not too distant future.

V Site

29 Since its foundation in 1916 the Library has been situated in central London in close proximity to the British Museum and within easy reach of the colleges and specialised institutes of the University of London as well as of many libraries of learned societies, of government departments, etc. This situation has greatly influenced its growth and development. It has enabled it to deal efficiently with the very important bibliographical aspect of the loan service, mainly, though not exclusively, through the British Museum. Perhaps even more important, it has enabled it to tap the rich resources of the London specialist libraries for the benefit of other libraries and their readers. Since it first existed the Library has had a stock of books housed in its London headquarters. Since 1962 it has also rented a supplementary bookstore at Woolwich Arsenal which has enabled it to house the less frequently used, though still collectively very valuable books donated to the Library. It thus has space for at least one million volumes.

30 The immediate proximity of much of the bookstock is an absolute necessity. 85% of loans made from it are made from the headquarters building and therefore without any delay. In order to give a rapid service the contents of the bookstock have to be recorded in the same catalogue as the holdings of co-operating libraries. A system whereby all requests were first checked in a union catalogue *separated* from the loan stock, or alternatively were first checked from the loan stock itself (or in its catalogue if a separate one were maintained) would mean in either case forwarding many of the requests from the one place to the other and then rechecking, thus creating a "built in" source of delay and making an uneconomical use of staff.

VI Summary

31 To sum up, the above considerations make it clear that for an efficient service in the humanities and to a considerable extent in the social sciences, it is essential to have a catalogue key to the contents of co-operating libraries (particularly as regards unique and rare material) as well as of the central loan stock in these fields; and the catalogue and the bookstock must operate indivisibly; both must be sited together in London within easy reach of the BM Library and of the main specialist libraries. Nevertheless, by maintaining a van service and installing telex at Woolwich it is possible to house a part of the stock, particularly the older donated material which is less frequently used, in outer London (at Woolwich) or on the outskirts of London. The possession of less frequently used material will help to reduce the burden of lending by co-operating libraries, will speed up an increasing proportion of requests as it develops and will retain its value indefinitely. At presen there exists no problem regarding its storage. Later when space is exhausted consideration should be given to whether it should continue to be stored in and around London or be placed elsewhere for cheapness of storage. The latter could not be done without the retention and continuation of a catalogue key to its contents and the decision would depend upon whether the loss of time (and therefore of efficiency) involved was justified by the saving in housing cost.

THE NATIONAL LIBRARY SERVICE

32 Some consideration should no doubt be given in this paper to the possible form of organisation of a national library service, i.e. to the question of bringing the BM Library, the N.C.L., the NLLST and the Science Museum Library within the framework of a British National Library.

33 As regards the Science Museum Library, since the reference functions in the scientific field could mainly be fulfilled by the National Reference Library for Science and Invention which is part of the BM Library, the loan functions being carried out by the NLLST, there does not seem to be any compelling reason for including the Science Museum Library within the framework of the national library system, even taking into account the fact that this library is a most valuable auxiliary to the NLLST and still to some extent to the N.C.L.

34 That leaves three libraries whose services could benefit from close co-ordination, but which require above all a co-ordinated financial policy. It is evident that insufficient funds have been available to the N.C.L. for the development of a central loan collection in the humanities, and to the BM Library for the development of a much more complete collection of foreign language materials. Other financial needs include money for improving the N.C.L.'s union catalogue and for creating at the BM a rapid photocopying service able to cope with a large demand. Funds should be made available for research on and development of a central computerised catalogue service which could utilise the bibliographical information of the BM and other learned libraries and the information possessed by the N.C.L. regarding the location of particular works. These and other financial needs of the various parts of a national library service should be carefully considered by a central grant giving body.

35 As regards co-ordinating the services of the existing libraries, the following points will no doubt be borne in mind.

36 The three existing libraries (BM, N.C.L. and NLLST) have well defined functions and staff selected and trained to carry out these functions. The techniques involved have been conditioned by the nature of the service to be given. The bibliographical, mechanical and other instruments used to operate those services have been developed or acquired to suit the conditions in the particular field of service concerned. It can therefore be said without exaggeration that each of the libraries concerned has its own philosophy, outlook and ideals of service. From this it follows that these services should be maintained and improved, providing that their lending, bibliographical and reference aspects are properly co-ordinated.

37 The question of location evidently enters into the matter and it may well seem desirable that the portion of the future national library service which operates from Boston Spa should be more or less self contained. Close collaboration over a space of 200 miles would involve severe handicaps. The geographical siting of those portions of the National Library concerned with reference and with the humanities loan service in relation to the concentration of specialised libraries in London is, on the other hand, of paramount importance.

38 The grouping in London might on the face of it suggest a combination of the N.C.L.'s service with that of the BM Library. This indeed is what was proposed in 1927. The proposal was not then adopted and much has happened since in the sphere of interlibrary co-operation and lending with which the BM has not been associated. A close and valuable de facto co-operation has, however, been built up for bibliographical purposes to the benefit of both readers of the BM and users of the N.C.L. service. That the BM should virtually take over responsibility at this stage for a loan service in the humanities might have the effect of complicating the re-organisation of the reference service while doing less than justice to the special needs in staff and material of the national lending service. In any case, it is hoped, as stated earlier, that the BM will ultimately benefit more directly than at present from the information collected by the N.C.L. regarding the whereabouts of books, when the National Library is able to produce catalogues on a computerised basis and include the information collected by the N.C.L. about other libraries' holdings.

39 As regards co-ordination of the activities of the N.C.L. and NLLST this also is desirable, particularly in relation to fields of acquisition. This matter has been treated in some detail in "The Scope and Functions of the National Central Library" already been submitted by the Trustees. It may be difficult to prevent some overlapping in coverage, but duplication in much used material is not necessarily a disadvantage. If two different clienteles are involved, whose needs overlap in certain cases, e.g. the social sciences, then greater provision is required. It is not proposed here to discuss how exactly the fields of operation of the two libraries should be defined, but rather to consider whether a combination of the two services would result in greater efficiency.

40 The main advantages which one would seek to obtain in a fusion of the services of the two national lending libraries would be, first, the theoretical possibility of centralising all loan requests, and, secondly, the avoidance of the need for a formal decision regarding the respective spheres of action of the two libraries. If one postulates, as one must, a centralised system of financing, would fusion of the two parts of the lending service result in a better distribution of funds as between the central lending service for the sciences and the central lending-cum-interlending service for the humanities? Turning to the question of speed and efficiency of service, how would a fusion between the NLLST and the N.C.L. overcome the basic fact that one service is and has to be based on London and the other operates from Yorkshire? On this point, there exists in theory the possibility that Boston Spa could be developed as a purely central lending service covering all subjects while the bibliographical side of the lending service would continue in London. As explained earlier, however, it is not possible to operate a loan service in the humanities with any approach to efficiency and comprehensiveness if you have the central union catalogue and the co-operating libraries in one area and the main lending bookstock

in another. Only the fact that in science and technology nearly the whole of the demand can be satisfied from a central loan collection alone, largely composed of current periodicals, has made it possible to operate such a service at a considerable distance from London.

41 It would therefore still be necessary for the humanities loan service to be in London, with the central union catalogue in close proximity to the bookstock and within easy access of the main co-operating libraries and of the British Museum. The scientific loan service may be presumed to continue at Boston Spa. What advantages would therefore accrue by treating them as a single unit, beyond the centralisation of the National Library service already envisaged? If at any time in the future it were decided to transfer the scientific loan service to London a new situation would be created. A single site for the two libraries might then be an advantage and produce some economy in relation to space.

42 It therefore appears that each of the three main elements from which it is possible to build up a national library or national library service has quite distinct functions, though consideration must clearly be given to the avoidance of unnecessary overlap. The BM Library will presumably remain the British national reference library and become the centre of an organised reference and information service. In this latter role, it will benefit from the co-operation of the N.C.L., in view of the vast amount of information which the latter contains regarding the holdings of other libraries. The N.C.L. in turn will benefit from the resources of the BM Library in solving the many bibliographical problems arising out of loan requests. The N.C.L. and the NLLST can help one another by agreeing as precisely as possible on their respective fields of book and periodical acquisition. The N.C.L. will be able to continue to supplement the central loan service of the NLLST, by tracing older and less used material which that library does not possess.

Conclusion

43 The National Central Library wishes to express its agreement with the following recommendations of the National Committee in its evidence to the Dainton Committee:

1. The new National Library should be the responsibility of the Department of Education and Science in a section created for that purpose and be administered as one organisation, and should consist of:—
   - (a) the Library Departments of the British Museum (forming a national reference library). This should be in central London.
   - (b) the National Central Library (forming a national lending library for the humanities) which should also be in central London in close proximity to the National Reference Library.
   - (c) the National Lending Library for Science and Technology (forming a national lending library for the sciences).
2. That the NCL should constitute a separate division within the National Library and that there would be great danger if its existing services, which are essential to supplement those of the Regions, were broken up.

1967–1968 : Expenditure on Library Services

(A) **Salary costs** (including National Insurance and Graduated Pension Contributions)

				£
(1)	Acquisitions work			
	(a)	Cost of getting books on to shelves		14,500
	(b)	Other (stock maintenance, e.g. binding)		1,900
(2)	Loans work			
	(a)	Loans from N.C.L. stock		
		(i) “Library” staff time	2,750	
		(ii) Packing & despatch time	1,250	
				4,000
	(b)	Inter-library loans – checking catalogues, maintenance of files etc.		33,600 *
(3)	Other work			
	(a)	Bibiographical services		11,000
	(b)	B.U.C.O.P.		2,200 **
	(c)	Union catalogues		12,900
	(d)	B.N.B.C.		7,200
	(e)	Adult Class service		2,200
	(f)	Research		2,400
	(g)	General administration		21,000

(B) **Non-salary costs**

			£
(1)	Photocopying services		3,000 (Recovered)
(2)	Postage and carriage*		
	(a) Loans	6,000 (Recovered)	
	(b) Donations & exchanges	750	
			6,750
(3)	Library van (running costs)		300
(4)	Book fund		
	(a) General loan stock	9,800	
	(b) Books acquired primarily for adult classes.	2,000	
	(c) Reference books required for staff use	2,700	
	(d) Binding	1,500	
			16,000
			148,950

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* In order to assess total cost of inter-library loans, £9,000 of the £11,000 shown under Bibliographical services must be added to this figure in respect of bibliographical work arising out of loan applications.

** Paid for by publishers (Messrs. Butterworth)

Analysis of cost of use

I Loans from N.C.L. stock (estimated total 1967/68: 22,000)

		Total cost	Unit cost
(a)	Library staff time	2,750	2/6d
(b)	Packing and despatch	1,250	1/1½d
	TOTAL	4,000	3/7½d

II Inter-library loans (estimated total 1967/68: 88,000)

		Total cost	Unit cost
(a)	Library staff time (routine work) plus running costs of library van	33,900	7/8½d
(b)	Bibliographical work	9,000	2/0½d
	TOTAL	42,900	9/9d

The cost of packing has been isolated, as this is a cost incurred in any case in one library or another when a book is lent. The important comparison is between the cost of library staff time in lending a book from the N.C.L.'s own stock or arranging a loan from another library. In the latter case, there will also be "local" costs in the library which lends the book (apart from the packing element); these will include checking in the catalogue to ascertain the whereabouts of the book, fetching it from the shelves, and creating an issue record for the book, which has to be retained until the return of the book. We have not attempted to assess these "local" costs, but it would seem likely that they would be not less than the cost at N.C.L. of issuing a book from its own stock. At least part of this arises also in cases where the library is unable to lend the book requested.

DIVISION OF STAFF BY QUALIFICATIONS

An attempt has been made to grade *posts* by the qualifications suggested by the secretariat of the National Libraries Committee. In some cases posts are occupied by staff with greater (or lesser) educational qualifications, as professional qualifications and experience are also regarded as important in filling posts.

Trainees (graduate or 'A' level) are normally included in a lower category than that actually requiring their educational qualifications.

Column B has been used very restrictedly; it includes finance staff and building maintenance staff, but excludes secretarial staff, even where their duties are concerned with the general administration of the Library.

CATEGORY	DEFINITION OF QUALIFICATION	A STAFF DIRECTLY CONCERNED WITH LIBRARY SERVICES	B OTHERS
i	Good honours degree, or equivalent standard	26	1
ii	'A' level or pass degree standard, or equivalent	13	1
iii	'O' level standard	27	4
iv	Miscellaneous technical	1	2
v	Routine clerical etc., requiring average intelligence	19	–
vi	General manual	4	3

ACQUISITIONS POLICY

The N.C.L. was founded (as the Central Library for Students) in 1916, with the object of providing a central lending library. To this initial objective there was soon added that of inter-library lending, based on the co-operation of other libraries, and involving the recording in union catalogues of the books and periodicals held by these libraries.

The two principal constraints on the development of the N.C.L. as a national lending library have been finance, and the availability for loan of books from co-operating libraries.

The lack of money available for book purchase has been stressed in Annual Reports for many years. For example, in the Report for 1935/36 appeared the following: "The inability to buy so many of the expensive and scarce books for which it is asked leaves the Library in a deplorably weak position as a national lending library". In general the book purchasing power of the Library has remained static, increases in grants covering only the increasing cost of books and not allowing for an expansion in the number of books purchased. However, in the current year (1968/69) an increase in the book fund in real terms has been made, which will enable the Library to begin to implement some part of its plans for an expanded loan collection.

The acquisition policy of the Library has been reformulated in recent years to take account on the one hand of the establishment of the National Lending Library for Science and Technology, and on the other the co-operative coverage scheme adopted by the Regional Library Systems which has ensured since 1959 that loan copies of all current British books will be available. This means that the Library's purchases are now concentrated mainly on books and periodicals in the humanities and social sciences published outside Great Britain, but the Library also buys such older British books as it requires and are available for acquisition. In the case of periodicals in the social sciences, account has also been taken of the present experimental extension of coverage by the N.L.L.S.T. It should be noted that no such restrictions as to subject or language apply to the N.C.L.'s inter-library lending service; they only relate to acquisition for the N.C.L.'s central loan collection. Inter-library loans provide a supplementary service in all fields of knowledge. In addition, the N.C.L. spends at present about £2,000 a year buying books (mainly British) for the use of adult education classes.

In formulating its book purchase policy, the Library has been able to draw on the advice of librarians and others who form its Board of Trustees and Executive Committee, the National Committee on Regional Library Co-operation, the Joint Standing Committee on Library Co-operation, and the many other bodies active in the library sphere with wich the N.C.L. is associated. It has also of course carefully considered the evidence provided by the nature of the demands made on it, and the changes which take place in this. It had been apparent for some time that requests made were becoming more and more specialized, and the Survey of loan requests undertaken during the first six months of 1964 confirmed this. Two examples will give some indication of this. About 92% of requests for material published in the

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current decade were for non-British books and periodicals, and half the requests for material in the humanities were for books and periodicals more than 29 years old. The solutions to these two problems must be different. The former could to a great extent be resolved by the increased acquisition of books by the N.C.L. In the latter case, while the N.C.L. stock built up over the last 50 years and its receipt as donations of large numbers of books from other libraries both help in dealing with requests for older material, there must be considerable reliance in satisfying such requests on the collections of other libraries in which books are traced by means of the union catalogues.

Investigations such as the 1964 Survey, and a similar one recently carried out, help to define the areas of greatest importance in the building up of a central loan collection, but do not of course indicate the particular titles required. This information is therefore supplemented by an internal procedure whereby all unsatisfied requests, and all requests for current foreign material not immediately located are seen by book-selection staff.

Up to the present, non-availability for loan from other libraries has been the main criterion used in selectring books for purchase. This has meant however that some of the requests which are satisfied by loans from other libraries have taken a long time to supply, owing to the other calls on those libraries' books. If, as we believe, it is important to speed up the loan service, it is necessary for more money to be available for the N.C.L. to be able to anticipate demand and buy books which may also be bought by other libraries but are unlikely to be readily available for loan. Only when a book is in a central lending collection can a very rapid service be given, as is shown in Tables 7 and 8 of the N.C.L. 1964 Survey. Table 7 shows moreover the relatively stronger state of the N.C.L. bookstock for publications of the 1920's and 1930's (despite the destruction of 60% of the bookstock in an air-raid in 1941), so that in many more cases can a "by-return" service be given for publications of those dates, than for current publications. (18.9% for 1920–29, as against 6.3% for 1960–64).

The case for the expansion of the N.C.L. bookstock has been argued at length, and the supporting facts given, in the Survey of Loan Requests, January–June 1964 (in particular pp. 19–22) and in The Scope and Functions of the National Central Library, a memorandum submitted to the Secretary of State in 1967 (in particular pp. 9–11 with a more detailed consideration of the coverage of periodical publications on pp. 12–15). It is not necessary to repeat these arguments at length here, but it should be noted that the financial provision advocated for the coverage of books (£75,000) was based on the assumption that economies could be achieved by co-ordinating such purchases with the information available through union catalogues. It would thus not be necessary to envisage the comprehensive acquisition of all current foreign books for the central loan collection, as those held elsewhere for which a comparatively low use can be expected need not be purchased centrally. This is also important in relation to the expansion of the world output of books, and the increasing price of books, as economies which are consistent with the maintenance of a proper service become even more important in such a situation; however, reliance on other collections, which in some cases is essential, will always create delay in dealing with requests.

A further point which should be made is that, in the humanities, use is likely to be spread over a very long period (e.g. there is still a considerable demand on the N.C.L. for 19th century publications), and therefore the returns on the capital expenditure on a central loan collection must equally be judged over a long period. It is not possible (as it was possible in the case of the establishment of the N.L.L.S.T.) to build up within a very short period a collection which can meet 80% of the demand. One way in which the satisfaction of demand for older books can be improved has already been mentioned briefly. This is the N.C.L.'s ability to acquire many older books by donation from other libraries (which no longer have much local demand for them) and to house them in its low-cost accommodation at Woolwich Arsenal. This ensures that both the former owner and other libraries can receive prompt loans in response to demands for this literature. By definition, this must be comparatively low-use material (although about 6,000 books will be issued from Woolwich this year), but experience has shown that the alternatives may be the total disappearance from binding collections of such books, or unnecessarily complex and more costly supply routes when such books *are* retained locally. This work is economically integrated with the work of the British National Book Centre (the department of the N.C.L. responsible for the re-allocation between libraries, both British and foreign, of "redundant" books, which in 1966/67 reallocated about 150,000 items in this way). A further result of the B.N.B.C. activities is that many foreign libraries make available in exchange material from their countries, both for the N.C.L. stock and for other libraries in the U.K.

The N.C.L. has enough book accommodation for more than double the existing collections. It is not envisaged that any more book accommodation in Central London than it at present possesses will be needed there, as space is available for about half a million volumes, which will be enough to house for the foreseeable future all the highly specialised items for the handling of which the specialist staff working in the main building are needed. Any expansion of book storage which is required could be in low-cost accommodation at Woolwich. The need for extra space is reduced by the N.C.L.'s adoption of a system by which both the current purchases and the Woolwich donation collection are shelved by accession number, so that there is only one "growth point" for each size of book in these two main collections, and in general this principle obtains also for the smaller specialized collections. The need to conserve space was one reason for the adoption of this method, rather than shelving books in subject, author or title order, where space has to be left for interpolation.

Summary

(1) The present acquisition policy of the N.C.L. is to buy foreign books and periodicals in the humanities and social sciences, and older British books.

(2) The major constraint on following this policy has been a financial one.

(3) The policy takes into account both the coverage of large areas of publications (e.g. by the N.L.L.S.T., or the Regional Library Systems), and to a considerable extent, the holdings of other libraries recorded in union catalogues.

(4) In order to improve the speed of supply, it is desirable that the more frequently required books should be in the central loan collection. However, co-ordination of purchase by means of union catalogues could effect economies in the provision of material required less frequently, unless a by-return service is regarded as of overriding importance.

(5) The N.C.L. also acquires, as a national depository, older books which libraries no longer wish to retain, and makes these promptly available for loan when required.

(6) As a result of its international exchange contacts, many foreign books and periodicals are received by exchange, both for N.C.L. stock and for other libraries.

(7) There is no immediate accommodation problem for books, if the N.C.L. expanded its book acquisition, and any further expansion of book storage could be on a low-cost site in outer London.

ACQUISITIONS FUNCTION

This function covers the

PROCUREMENT of suitable materials by *Purchase,*
Exchange, and *Gift*

CATALOGUING

PROCESSING and Shelving.

PROCUREMENT by *purchase* has in the past, owing to restricted funds, been based largely on loan applications. Exceptions are British Government publications (all of which have been bought since 1962) and works of reference required for the use of the Library's staff. Selection from reviews, catalogues and prospectuses, weighing of alternatives and bibliographical and commercial enquiry support this activity. In 1966/7 9,365 volumes were purchased, including 5,263 British Government publications.

Procurement by *exchange* is by selection from the cards sent to BNBC (q.v.) by British libraries offering for redistribution mainly older books.

In addition much new material is selected by BNBC staff from catalogues, lists and slips in many languages sent by foreign libraries, in exchange for older books sent abroad by British libraries under BNBC's auspices. In 1966 7,99 volumes were acquired from the first type of source and 1,425 volumes from abroad.

Procurement by *gift* involves selection from offers by individuals and libraries direct to NCL. In 1966/7 21,556 volumes were received.

CATALOGUING is carried out in four different ways. (1) Purchased books are at present ordered by a multipart set which includes a catalogue card. This is economical because most of them have already been bibliographically checked.

(2) Periodicals are entered in a visible index register.

(3) Almost all monographs received by gift or exchange are suitable for cataloguing by a rapid listing process, described in a separate paper, "Rapid Listing".

(4) A few monographs, together with monographs in series, certain Government publications, pre-1801 books and Slavonic publications, which all present greater difficulty than usual, are individually catalogued.

Current British Government publications which appear in HMSO catalogues are not catalogued.

PROCESSING for all materials kept in Store Street consists of stamping accessions numbers, labelling and marking the spine of the books with a location symbol.

Processing for books in the Woolwich Store is carried out there, as described in the separate paper "Rapid Listing".

N.C.L. STOCK

An analysis has been made of a 20% sample of that section of the library's stock which contains individual monographs purchased since 1960. The sample therefore excludes certain categories of purchases, viz. periodicals, monograph series of societies and institutions, government publications, reference books bought for staff use, Slavonic books and additions to certain special collections. This section does include books bought for the adult class service, but these are excluded from the analysis. The percentages given refer to books and not to expenditure.

Of these books, 20% are British, 41% are in the English language, but published abroad (mainly American), and 39% are in foreign languages. The distribution by date of publication varies according to language. The proportions falling into the various language/date categories are as follows:-

	%
American*, 1960–	29
Foreign language, 1960–	24
Foreign language, 1950–59	13
British, pre–1950	12
American*, 1950–59	10
British, 1960–	6
American*, pre–1950	2
British, 1950–59	2
Foreign language, pre–1950	2
	100

The approximate distribution by subject groups is as follows:-

Humanities	58%
Social Sciences	27%
Science and technology	15%

The percentage for the humanities would be higher if monograph series had been included in this analysis; as these are almost entirely in the humanities.

Over 80% of the scientific books were purchased in the early years of the decade before the N.L.L.S.T. started operations at Boston Spa, and before its present book purchase policy was defined and put into practice. In recent years scientific purchases have been very small in number (less than 5%). They have normally been restricted to books required by non-specialists, whereas the N.L.L.S.T. purchases books required by research workers in, and practitioners of, science and technology, N.C.L. purchases have included a number of books of historical rather than current practical interest. Examples of these (some of which are Xerox copies) are:-

FOSTER (Samuel). The art of dialling, *etc.* London, 1638.

ALLISON (William). The British thoroughbred horse: his history and breeding. London, 1907.

WAKELY (Andrew). The mariner's compass rectified, *etc.* London, 1796.

GREATOREX (Albert D.). Electric tramway traction. London, 1900.

[Anon] The cooper, his work and how it is done. London, 1883.

RUGG (H. Hodson). Observations on London milk, showing its unhealthy character, *etc*. London, 1850?

Another analysis which has been made indicates that the annual total of loans from this section of the general loan stock is approximately 5,500. Since the total number of books in this section is about 14,000, this represents a high use rate of this selected stock, particularly in the humanities where the life of the literature is long and there is not necessarily a concentration of use in the early years after publication.

An analysis of a much smaller sample of books housed at Woolwich was also made. There are 3 categories of books at Woolwich

(1) Current general donations

(2) Pre-war donations

(3) Certain special collections acquired since 1962 (e.g. a collection of about 9000 German books of the Nazi period).

About 80% of the current general donations are British books, about 8% American, and 12% in foreign languages. About 25% of them are 19th century books. About 40% are historical or literary.

The pre-war donations are again predominantly British books, and about 60% are 19th century books. Over half are historical or literary.

* including other non-British, English language books.

N.C.L. STOCK–ANNUAL ADDITIONS AND SIZE OF HOLDING AT MARCH, 1968

Various catalogued and added to stock

	Purchases	Exchange	Donations	Total catalogued and added to Stock
1958/59	1800	–	1579	3379
1959/60	2051	–	2449	4500
1960/61	3063	780	1541	5384
1961/62	4080[1]	149	3317	7546
1962/63	7902	722	3403	30033[2]
1963/64	8216	9175	36552	53913
1964/65	8681	11691	14784	35156
1965/66	9112	6344	5096	20552
1966/67	9365	9347	21556	40268
1967/68	9498	17259	19009	45766

SIZE OF HOLDING

	Catalogued stock	Uncatalogued stock	Estimated total stock
	410,000 vols.	35,000 vols.	445,000 vols.
	ft	ft	
Store Street Books	21187	2184	
Periodicals	4559	2040	
Music	51	81	
Total	25797 ft.	4305 ft.	
Microfilms	253 (no.)		
	ft		
Woolwich Books	12924	1250 ft. (government publications)	
Periodicals	900		
	13824 ft.		

WITHDRAWALS

Duplicates from Woolwich Sept. 1967 – Mar. 1968	1280 vols.
Books lost by readers: 41 vols. of which 15 were replaced by the losers ∴ net withdrawals	26 vols.
Total withdrawals	1306 vols.

In addition some 23,000 volumes of the bulk donations received since 1963 were separated at the cataloguing stage as exchange material for offer through B.N.B.C.

Notes:

[1] All British Government publications have been taken since January 1962. This enlarges the figure for purchases each year by an average of over 5000 from 1962/63 onwards.

[2] This figure includes 18728 volumes which had accumulated from the donations of previous years but were only now catalogued and sent to the newly opened Woolwich Building.

EXPENDITURE ON BOOKS

The following table gives comparative figures of book expenditure over the last 37 years

for A. N.C.L.

B. A sample of university libraries

C. A sample of public libraries.

The year 1931/32 was chosen as the base year for the index of expenditure, as this was the year in which the N.C.L. (formerly the Central Library for Students) received its Royal Charter. Comparative figures are given for the last complete pre-war year, and at 10 year intervals in the post-war period. The figures are taken from published sources, from the Department of Education and Science, and from information from the libraries concerned. In some cases the figures for 1967/68 are estimated expenditure.

The sample of university libraries comprises large, medium-sized and small libraries. The sample of public libraries was chosen from those which meet D.E.S. standards for book expenditure, and include large, medium-sized and small libraries. Within these categories the selection of libraries is a random one.

The table shows that the increase in books expenditure by these libraries ranges from about 13 times to about 59 times the expenditure in 1931/32, whereas the N.C.L. has only been able to increase its expenditure by 4½ times in this period. The N.C.L., in pre-war days, was spending approximately the same amount as the libraries of Leeds University and University College, London. If its post-war expenditure had kept pace with that of these two libraries, many of the present problems in the supply of books on interlibrary would not exist.

			1931/32	**1938/39**	**1947/48**	**1957/58**	**1967/68**
A.	N.C.L.	Expenditure	3,506	3,316	2,457	5,850	16,000
		Index	100.0	94.5	70.1	166.9	456.4
B.	**University Libraries**						
	Birminghan	Exp.	2,771	3,583	10,576	30,318	95,000
		Index	100.0	129.3	381.7	1094.1	3428.4
	Leeds	Exp.	3,319	3,755	8,260	28,356	90,770
		Index	100.0	113.1	248.9	854.4	2734.9
	Sheffield	Exp.	2,113	2,522	4,087	17,600	100,000
		Index	100.0	118.2	191.6	825.1	4688.2
	Southampton	Exp.	1,222	1,015	3,020	12,766	72,000
		Index	100.0	83.1	247.1	1044.7	5892.0
	Queen Mary College, London	Exp.	1,032	637	954	6,577	35,000
		Index	100.0	61.7	92.4	637.3	3391.5
	University College, London	Exp.	3,397	3,855	5,802	25,655	65,100
		Index	100.0	113.5	170.8	755.2	1916.4
C.	**Public Libraries**						
	Islington*	Exp.	5,266	7,466	17,382	37,704	80,000
		Index	100.0	141.8	330.1	716.0	1519.2
	Oldham	Exp.	1,920	3,198	5,163	11,990	29,825
		Index	100.0	166.6	268.9	624.5	1553.4
	Sheffield	Exp.	13,275	11,454	21,716	65,704	171,584
		Index	100.0	86.3	163.6	494.9	1292.5
	Nottinghamshire County	Exp.	2,818	7,907	15,809	60,408	118,420
		Index	100.0	280.6	561.0	2143.6	4202.3
	Staffordshire County	Exp.	2,727	3,650	8,150	54,172	128,000
		Index	100.0	133.8	298.9	1986.5	4693.8

* including the former Metropolitan Borough of Finsbury

RAPID LISTING

Rapid listing and its attendant processes apply mass production techniques to a large intake of books with the purpose of creating a catalogue and shelf arrangement which will enable any one book to be found quickly.

Cataloguing. A simplified catalogue—arranged by author's surname and book title only (omitting the conventional use of full forenames) is an adequate finding list. This information is on the title-pages of most books, from which suitable catalogue entries may therefore be made without preliminary checking.

The catalogue indicates the decisions taken in the most economical way, by pencilling a number under the beginning of each part of the catalogue entry on the title-page, in the correct order, and amending the detail as necessary to conform to standard practice.

i.e 1. Surname or other standard heading
2. Forenames or initials
3. Title
4. Edition
etc.

Books whose catalogue entries are not at once obvious are put aside for special treatment.

Using the numbers as a guide, the typist transfers the details to a catalogue card.

This division of labour makes the least manual demand on the cataloguer and the least intellectual demand on the typist and thus speeds up both.

Processing Simple numerical order on the shelves offers rapid shelving, precise location and ease of marking.

First the book and catalogue card are stamped with a running number, applied with a hand automatic numbering-machine; selecting at this stage only octavo books more than half an inch thick. (The others are made up into sized batches or dealt with individually as is most economical.)

The books are then placed spine-downwards in a specially made clamping frame, holding one shelf-full. When the clamp has been tightened to hold the books in a immoveable block, the clamp is reversed, exposing the spines in a uniform row.

The spines are then rapidly marked with consecutive numbers corresponding to that stamped in each book, the clamp is released and the block of books placed in its final location on the shelves.

The rates consistently achieved in these processes are as follows and result in a cost of about 6d. per book at present.

Cataloguing	100 books an hour
Typing	80 cards an hour
Numbering	170 cards and books an hour
Spine marking	150 books an hour

The rate of cataloguing achieved is on the average about 10 times as great with normal cataloguing methods (e.g. as used in university libraries.

THE EXCHANGE FUNCTION

The exchange function of the Library is known as the British National Book Centre (B.N.B.C.), whose staff in some cases have a dual role in the acquisitions function.

BNBC arranges the interchange of duplicate and surplus books and periodicals among British libraries and offers the residue to foreign libraries.

Offers are submitted on 5" x 3" cards by British libraries who retain the material until the offers can be fully exploited (about seven months). From these a list of books and a list of periodicals are compiled and issued each month to libraries which pay an annual subscription for them (at present £4.10.0. and £4. respectively). There is a time limit of a month for requests after which BNBC decides among the claimants, endorses the relevant offer cards with names and addresses of the prospective recipients, and returns them to the originating libraries. The latter send the material direct to the libraries requesting, which are expected to refund postage. There is no charge for the material. In allocation, account is taken of the needs of the interlending system and of special collections; there is no requirement of a *quid pro quo.*

The same process is gone through in offering and allocating the residue to foreign libraries in a separate series of lists, one on science and technology, one on the humanities and social sciences. In this case priority is given to libraries which offer publications useful to British libraries, and in some case their postage refund obligations are met by NCL if offset by the receipt of suitable literature.

Since 1948 BNBC has redistributed just under two million volumes and parts of books and periodicals among about a thousand different libraries *at home,* of all types and sizes i.e. national, university, public, special, and of government departments, the public corporations and the nationalised industries. In 1966/7 redistribution amounted to 111,018 pieces.

Since 1960 BNBC has had sent *abroad* a quarter of a million volumes and parts and in 1966/7 37,500. In return *foreign* libraries have given through BNBC over 50,000 publications, mostly new and of higher academic standard than those sent, to a large number of British libraries, including NCL.

This side of the Library's services depends largely on the quantity of material notified by British libraries and this naturally varies from year to year.

The selection of some publications for NCL stock is carried out by the BNBC staff who handle the foreign offers. Some periodical cataloguing is also done by staff editing the periodical list, in order to supplement and utilise experience.

ADULT CLASS SECTION

Function

To supplement the supply of books to classes for adult education, organised by university extra-mural departments, the Workers' Educational Association, Public Libraries and the Department of Education and Science. This was one of the original functions for which the Central Library for Students, later to become the National Central Library, was founded in 1916.

Scope for Classes

Classes are non-vocational and cover a wide range of subjects mainly in the humanities. Less than 1% of requests are for books in foreign languages.

Method of Request and Supply

Applications, listed on special multiple forms, are received from sponsoring bodies such as public libraries and district branches of the Workers' Educational Association. It is expected that local resources will have been tried first. Depending on local organisation, books may be sent to the hall where the class is held, or a large number of books for many different classes may be sent to a central office such as a university department of education. Books are issued for the duration of the class, usually 3 or 6 months. Multiple copies of works are not supplied to one class. Any book in N.C.L. stock not required for individual loan may be sent to an adult class.

Need

Many organisers find that local resources are strained and unable to lend books for a long period. This is particularly noticeable where higher priced books are required and where in one area, and at the same time, there are several classes on the same subject. Local book funds are often inadequate to meet the demands. A large stock of books such as is available at the N.C.L. is probably the most economical way of meeting a fluctuating demand such as this. As mentioned above the whole of the book stock of 410,000 volumes is available for loan to adult classes but the majority of requests are for books published in Great Britain; therefore each year a proportion of the book fund is used for the purchase of British books not locally available for extended loan. When not on loan to a class these books may be used to satisfy individual requests. In the future, the 'Open University' or 'University of the Air' may well engender a much greater demand for 'back-ground' reading. Public and University libraries will almost certainly need a central stock from which to draw and the books of the type at present in demand for adult classes will be even more urgently required. In this connection it should be noted that there is little provision for the supply of works in science and technology.

Cost and Statistics

In 1941 the book stock of the Adult Class Department, then shelved and administered as a separate unit, was almost entirely destroyed. Since then, by comparatively small expenditure and by donation, a useful collection of books has been acquired. Over the last ten years about £16,000 was spent on books for adult classes, and during the same time over 88,000 volumes were lent to classes. Owing to the rising cost of books and the limited book fund many books requested cannot be supplied. It is necessary to be very selective in purchasing books—especially the higher priced works on sociology, psychology, art, architecture, music, etc. If larger funds were available for the purchase of books specifically for adult class use it would be possible to concentrate more than is done now on the purchase of the more specialised and particularly the more expensive books needed by classes and so to give a better service.

9590 books were requested in the period April 1967 to March 1968. Of these 4341 were supplied (45.27%). Only 35.83% of the requests for books published from 1960 onwards were supplied, and 44.68% of requests for those published from 1950 to 1959.

	% of Total Requests by Date
1960 to date	33.85
1950 – 1959	41.66
1900 – 1949	21.13
Pre 1900	2.02

	% of Total Requests by Class.
Miscellaneous	.05
Philosophy	6.79
Religion	10.07
Social Science	21.63
Literature	13.58
Science	8.71
Fine Art	19.77
History	19.4

By Date	% Supplied	% Not Supplied
1960 to date	35.83	64.17
1950 – 1959	44.68	55.32
1900 – 1949	61.76	38.24
Pre 1900	66.15	33.85

By Class	% Supplied	% Not Supplied
Philosophy	46.24	53.76
Religion	34.47	65.53

	% Supplied	% Not Supplied
Social Science	43.74	56.27
Literature	47.85	52.15
Science	41.8	58.2
Fine Art	50.58	49.42
History	46.59	53.41

THE UNION CATALOGUE FUNCTION

The union catalogues of books are author catalogues. There are two:

(1) The National Union Catalogue (N.U.C.) contains entries on shelf slips (one per title with a grid showing holding regions, not libraries) lodged by the following regional library systems.

Northern

North–Western

East Midlands

West Midlands

South–Western

The Scottish Union Catalogue.

It contains about 1,000,000 entries.

Arrears of about 500,000 slips had accumulated by 1962 and these were photocopied and incorporated into the Union Catalogue of Books. No further entries have been added to the National Union Catalogue.

(2) The Union Catalogue of Books (U.C.B.) on 5" x 3" cards contains

The former Outlier Union Catalogue of books in special, outlier and university libraries.

The former NCL lending stock catalogue

The former NCL adult class stock catalogue

The arrears of the NUC (see above)

All entries from all sources added since 1962

Positive and negative entries for books searched for in the course of interlending work.

At present it contains 1,500,000 entries

Catalogue (1) is arranged in the orthodox fashion in one sequence by author's surname, full forenames and title etc.

Catalogue (2) is in five Sections i.e.

I The main catalogue for categories not included in Section II to V arranged under the author's surname and the title of the book, disregarding forenames or initials. Titles under certain similar names are filled together e.g. Phillip, Philip, Philips etc.

II Conference proceedings (arranged by topic)

III Government publications (arranged numerically)

IV Musical works

V Books published before 1801

In Sections II and III a simplified filing order is adopted wherever bibliographical aids are adequate for checking incomplete requests. The object of this arrangement is to economise as far as possible in editing. That it does so is evident from the increased rate of insertion, from about 75,000 entries in 1961/2 to just under 380,000 in 1967/8 with staff of approximately the same number and kind.

This increase reflects also the effect of filing cards instead of sheaf slips, the use of part-time staff whose productivity is higher over their shorter working hours and a general improvement in management techniques.

In 1967/8, about 260,000 unit entries on cards and slips were received and at the end of the year there were arrears in this form of 475,000 entries. There was also a very much larger number of entries in accessions list form, not all of which will be worth incorporating when staff becomes available for this more time-consuming process.

The question of whether Catalogue 1 (the NUC) should be interfiled with Catalogue 2 (the UCB) depends upon obtaining funds for the purpose and on whether it would be economically justified. Checking requests in two catalogues is time consuming, but an amount of £20,000 would be required to convert the entries in the NUC to card form and interfile these in the UCB. A point to consider is that since most of the entries in the NUC represent books in public libraries many of the entries will become invalid in time owing to the discarding of the books by the holding libraries. So far, with the funds available, it has been considered not worthwhile to spend the sum required on making this amalgamation.

SLAVONIC UNION CATALOGUE

The Slavonic Union Catalogue was founded in 1947, and supported for some years, on the basis of a grant from the Foreign Office. It was initially restricted to material in the Russian language, but its scope was widened about four years ago to include all the Slavonic languages, and the languages of the Soviet Union. Material published in Slavonic countries in "western" languages is not included; material published in Slavonic languages outside the area is included.

The catalogue consists of entries on 3" x 5" cards, separated into three sections according to the heading for each entry: personal names; titles (including periodicals); and names of bodies. Headings for material published in the Cyrillic alphabet are transliterated into Roman. The nucleus of the catalogue was formed by members of NCL staff visiting over 100 U.K. libraries to catalogue their material, in manuscript, on the spot. Not many libraries in fact continued to send notification of their additions at regular intervals, but in recent years this situation has improved considerably.

The catalogue contains roughly 260,000 entries, representing the holdings of some 250 libraries, with an arrears of approximately 50,000 entries; mainly on slips and accessions lists.

Catalogued and uncatalogued bookstock—a comparison

INTRODUCTION

The prospect of adding substantially to the N.C.L.'s loan collection by purchase suggests the need for examination of the present methods of recording and use of bookstock, to see if there are simpler and cheaper methods.

At present most new books are catalogued at the order stage but some may be dealt with by rapid listing, particularly where purchase is not the direct result of a bibliographically verified loan application. The loan stock is kept in numerical order of accession, which acts as the call number. Where books are to be catalogued, no cheaper methods are reported in the literature.

The cheapest alternative method of accessible storage, without a catalogue, seems to be alphabetical arrangement by author or title.

In considering the problem the N.C.L., by the nature of its work, needs to keep in mind that books which are not supplied from stock must if practicable be traced elsewhere; and that it is not certain that a very high proportion of loan application in the humanities and social sciences will be satisfied from a stock accumulated in a few years even with unlimited funds. Examination of this problem must therefore take into account the whole national lending operation in this field and not simply the use of N.C.L.'s books.

Accordingly, for the purpose of this comparison, a bookstock in the same author and title order as the Union Catalogue of Books is assumed. Bookstock in title only order might be slightly quicker to check (tests indicate that this is so for small collections of English titles); but time spent in re-sorting unsatisfied application forms into author and title order before checking in the Union Catalogue of Books would more than offset this saving.

It is in this context therefore that this study compares the differences between the costs of the N.C.L.'s present catalogued and call-numbered bookstock and those which would arise if N.C.L.'s future purchased stock were uncatalogued and arranged alphabetically.

The conditions studied, which simplify the problem without unduly distorting it, are:

Stock of	100,000	volumes average, i.e. 5 years intake		
	20,000	volumes added annually		
Demand of	100,000	loan applications annually		
	of which	20%	)	
		40%	)	are satisfied from stock
		60%	)	

METHOD

Short tests were made by repeatedly timing those parts of the operations which would differ in each system and taking an average. The same person and conditions were used for each comparison, so that the tests, while not producing absolute data, give reliable enough comparisons.

The results of the tests and other data on which the comparisons are built are shown in *Appendix B*. The application of these data to the differences in the two systems is shown in *Appendix A*.

LIMITATIONS OF THE ASSUMPTIONS AND DATA

4 The possibility of checking a separate catalogue of the numerical stock, which would be quicker than checking in the larger Union Catalogue, is disregarded because in the interlending context less time in all is needed to check for all locations at once than to check first against a stock catalogue and then against a union catalogue of other locations. Since 1965 N.C.L. has had no separate stock catalogue for this reason.

5 The costs shown cannot be regarded as the actual costs since they relate only to the isolated operations under controlled conditions.

1. The annual intake and the size of the stock of new books assume the Trustees' recommendations to the Secretary of State for Education and Science in 1967 rather than the present situation. The present rate of overall satisfaction from stock is about 20% but as loan books purchased since 1960 (at present totalling 14,000) show a rate of use about four times as high as do older books, a greater degree of satisfaction could be expected from a greater intake of new books; the exercises showing 40% and 60% satisfaction reflect this.

2 The times for shelving etc. alphabetically arranged stock assume clear, legible spines in English. Checking tests were carried out. in a section of the Metropolitan Fiction Reserve (total size about 116,000 volumes). Other works, e.g. 18th century books, or a high proportion of foreign language books can greatly increase the times of sorting and checking.

3 Rapid listing is the only form of cataloguing included in the cost of arranging stock on a numerical basis. Cataloguing as part of the order-form processing normally costs less than rapid listing, and affects many new books.

CONCLUSIONS

1 The differences in annual labour costs shown in Appendix A vary from £78 in favour of the present N.C.L. system at 20% satisfaction from stock (Comparison 1) to £65 in favour of the alphabetical system at 60% satisfaction from stock (Comparison 3): not significant amounts either way.

2 But for alphabetical stock two additional charges on account of (a) and (b) below arise, and these are higher than the differences in 1 above, i.e.

(a) 25% extra accommodation and shelving are needed to permit interpolation without frequent moving.

(b) The collection must be moved and spread over additional accommodation when the first store is full, unless the inconvenience of multiple access points is accepted.

The total annual cost of these two charges (see STORAGE in Appendix A) could be £639 at the present Woolwich Building rent of 3/10d. a square foot to £1,025 at a more normal rent of 10/– a square foot.

3 The comparison therefore even with the limitations stated shows a net difference in cost in favour of the N.C.L.'s present system of roughly between £600 and £1,100 per annum now and for any prospective development. In fact the difference would probably be much greater with the kinds of books N.C.L. buys, which are harder to deal with than novels in the Metropolitan Fiction Reserve.

In addition, the present system has two important advantages:

(a) All loan applications are directed to the proper channels of satisfaction without delay because all prospective locations are revealed at the first check.

(b) All N.C.L. books have entries in a catalogue in which they will be available for any future record of national book resources, e.g. a computer catalogue.

Figures in ( ) = unit costs in pence
(at 3d. a minute for operation No. 1
2d. a minute for all other operations)

applied to: COMPARISON 1

a = 100,000 loan requests
b = issues in each comparison
c = 20,000 additions p.a.

20% recovery from stock =
20,000 issues p.a.

Operation	No. of Operation in Appx. A		Numbered Stock £ s. d.		Alphabetical Stock £ s. d.
PREPARATION 20,000 p.a.					
Marking title page	1			c(.975)	81 5 0
Cataloguing book, typing and filing catalogue card Numbering book and card	10	c(7)	583 6 8		
Sorting Books	2			c(1.944)	162 0 0
Shelving Books	3				
USE					
Checking forms against Union catalogues:					
(i) Sort forms into alphabetical order	6	a(.23)	95 16 8		
(ii) Check catalogue marking:					
1 location on forms for books in stock –	8	b(1)	83 6 8		
other information on balance of forms –	9	(a–b)x (2.72)	906 13 4		
Recovering books from stock					
(i) Sort forms into numerical order	7	b(.244)	20 6 8		
(ii) Recover books	4	b(.64)	53 6 8		
Checking forms against stock					
(i) Sort forms into alphabetical order	6			a(.23)	95 16 8
(ii) Check against stock and recover books	5			a(.9)	375 0 0
Checking Union Catalogue for balance and marking other locations and bibliographical information	9			a–b(3.06)	1020 0 0
Sorting and shelving returned books	2+3	b(.9)	75 0 0	b(1.944)	162 0 0
TOTAL RUNNING COSTS			£1,817 16 9		£1,896 1 8
STORAGE costs to be added to all totals for alphabetical stock					
Space	12		($\frac{25,000}{20}$ x 10/-) or 3/10	£625 0 0	or £239 11 8
Shelving			10% of $\frac{25,000}{25}$ x £2	£200 0 0	£200 0 0
Moving 20,000 books at £10 per 1,000				£200 0 0	£200 0 0
TOTAL STORAGE AND MOVING COSTS				£1,025 0 0	or £639 11 8

COMPARISON 2

40% recovery from stock=

40,000 issues p.a.

Numbered	£	s.	d.	Alphabetical	£	s.	d.
				c(.975)	81	5	0
c(7)	583	6	8	c(1.944)	162	0	0
a(.23)	95	16	8				
b(1)	166	13	4				
(a–b) (2.72)	680	0	0				
b(.32)	53	6	8				
b(.482)	80	6	8				
				a(.23)	95	16	8
				a(.9)	375	0	0
				(a–b) (3.42)	855	0	0
b(.752)	125	6	8	b(1.456)	242	13	4
	£1,784	16	8		£1,811	15	0

COMPARISON 3

60% recovery from stock =

60,000 issues p.a.

Numbered	£	s.	d.	Alphabetical	£	s.	d.
				c(.975)	81	5	0
c(7)	583	6	8	c(1.944)	162	0	0
a(.23)	95	16	8				
b(1)	250	0	0				
(a–b) (2.72)	453	6	8				
b(.32)	80	0	0				
b(.452)	113	0	0				
				a(.23)	95	16	8
				a(.9)	375	0	0
				(a–b) (3.78)	630	0	0
b(.736)	184	0	0	b(1.402)	350	10	0
	£1,759	10	0		£1,694	11	8

COSTING DATA

Results (in minutes) of timed tests for each of the operations involved in:

1) Preparing 20,000 accessions p.a.

2) Checking loan applications against the Union Catalogue of Books and recovering books from a stock arranged numerically, (Numbered)

3) Checking loan applications against and recovering books from a stock arranged alphabetically (Alph.) and checking the balance against the Union Catalogue of Books

for 100,000 loan applications p.a. i.e. 400 per day and a bookstock of 100,000 volumes

		Unit times in minutes for					
	Ratio of daily batch to stock =	20,000 p.a. 1:1250		40,000 p.a. 2:1250		60,000 p.a. 3:1250	
No	Operation Description	Numbered	Alph.	Numbered	Alph.	Numbered	Alph.
1.	Marking t–p author & title		.325		.325		.325
2.	Sorting books	.13	.2	.135	.228	.142	.241
3.	Shelving)	.32	.772	.241	.5	.226	.46
4.	Recovery)						
5.	Checking against stock (alphabetical only))					[No test was made of checking against alphabetical stock at higher rates but .45 for 100,000 p.a. looks probable]	
	6–7 Sorting forms						
6.	In alphabetical order		.115 each for 400 forms p.d.				
7.	In numerical order	.122		.16		.16	
	8–9 Checking in Union Catalogue of Books						
8.	1 location in N.C.L. stock	.5 each)	) for 400 forms per day checked together i.e. 100,000 p.a.				
9.	Other locations and bibliographical information	1.36 each)					
	Other locations and bibliographical information	1.53 each for 320 forms separately checked 1.71 " " 240 " " " 1.89 " " 160 " " "					

10. Rapid listing and filing card – as in separate paper – say 7d. a volume average

11. Cost of labour for all operations except 10. is on simplified basis of:
    clerical labour at £750 p.a. for 1,500 useful hours =2d. a minute
    junior professional at £1,125 p.a. =3d. a minute

    No costs of supervision are included.

12. **Storage**

    The costing basis is taken as 10/- per square foot. Warehouse rents quoted by a national property company are 7/- to 13/- a square foot in extra-Metropolitan areas.

The cost (without land) of building single storey warehouses is quoted (orally) by the National Building Agency as £3.14.0. per square foot, which seems consistent with the figures for renting. If additional accommodation in the Woolwich or similarly convenient area were available at the present rent of 3/10d. a square foot, the cost of extra storage space could be approximately halved.

A density of 20 books to the square foot is assumed.

Shelving

The costing basis is £2 per 3–foot run (to hold 25 books) written off over 10 years.

Moving

The commercial cost of moving the N.C.L.'s books to Store Street plus the staff costs produce a figure of about £10 a thousand books. This excludes the cost of planning the move.

I. BOOKS

1. Purpose

(a) To receive requests for the loan or reproduction of books. 106,677 received in the year 1967/8.

(b) To locate such material through the union catalogues and by speculative searches.

(c) To carry out the necessary bibliographical verification of unlocated items.

(d) To arrange loans either from the Library's own stock or from that of co-operating libraries.

2 Libraries using the service

Requests may be received

(a) **Via the Regional Library Systems**

The 10 regional systems covering Great Britain have a total membership of 755 libraries, of which 466 are public libraries.

(b) **Direct from Borrowing Libraries**

1,200 non-public libraries not in membership of regional systems, requiring to borrow through the N.C.L., and in some cases lending at its request.

(c) **From Outlier Libraries**

391 special libraries (government libraries, industrial and commercial libraries, libraries of learned societies, libraries of colleges of technology, art, etc.) collectively cover all fields of knowledge, and agree to lend at the request of the N.C.L., as well as needing to borrow through the Library's agency. 70% of the Outlier Libraries are located in London and the Home Counties, and 84% of all loans made by Outlier Libraries are from this concentration.

(d) **From University Libraries**

193 Universities, constituent colleges, and university institutes use the services of the N.C.L. Of the 98,700 requests satisfied, 30,000 were satisfied by universities. These figures include books and periodicals.

(e) **From Overseas**

8,000 requests for both books and periodicals were received in 1967/8 from libraries within 59 countries. In general one centre in each country (usually the national library) transmits requests on behalf of libraries within that country to the N.C.L.

The requests received daily from these sources are all checked in the union catalogues.

3 The Union Catalogues

(a) Comprising the main Union Catalogue of Books, with special subsidiary catalogues for Government Publications, Slavonic material, Conference proceedings, Music, and books printed before 1801.

(b) Total 2½ million entries, giving locations for 78% of all items supplied.

(c) Entries indicate either that a book is in N.C.L. stock, in that of a co-operating library, or that on a previous search no loanable copy was traced.

4 Search routine and loan procedure.

According to the results of searches in the Union Catalogues, the following procedures are carried out:

(a) Works found in N.C.L. stock

Collected from the shelves, documented and despatched the same day. If housed in the Woolwich bookstore, they will be despatched direct from Woolwich the next day. 20% of all loans arranged are from the Library's own stock.

(b) Works located in other libraries

When other locations are to be used, certain parts of the form will be despatched on a circuit of holding libraries, part of the form being retained and filed in a daily chronological sequence. The Library supplying the work will report the fact by returning part of the form to the N.C.L. in order that the loan record can be cleared. Outstanding applications are easily revealed and regular follow-up work is carried out to hasten the conclusion of a particular loan transaction.

(c) Unlocated items

(i) Bibliographical verification

Details of the item requested are checked bibliographically and amended where necessary. (See separate section on bibliographical work.)

(ii) Speculative search

This may either take the form of a telephone call to a co-operating library in London, specialising in the subject of the request, the circulation of the form to appropriate Outlier libraries or regional bureaux, or by the circulation of lists of unlocated items to universities or to libraries having the same subject interest (e.g. Agriculture or Medicine).

(d) Requests for material in foreign libraries, not located in this country.

(i) The appropriate documents for international loans are prepared.

(ii) An International Loans Section keeps the records of outstanding requests, and checks all works arriving from overseas.

(iii) 7,000 works are received annually on loan or as reproductions.

5 Requests marked urgent

Such requests are given priority treatment; locations or potential locations often being approached by telephone or telex.

If there are indications that an early or ultimate loan will not be possible, a report is sent to the requesting library within 48 hours.

6 Use of the British Museum

To an increasing extent the stock and services of the British Museum Library are used to satisfy a request. Extended bibliographical checking and research are carried out at the Museum by senior staff of the Division, and a direct Telex link between the two libraries enables requests for photocopies to receive immediate attention. The N.C.L. reciprocates by giving locations to the Museum in cases when such information would help a reader in extending his research at libraries possessing material not in the stock of the Museum.

7 Bibliographical Research

The Division contains a Bibliographical Research Section with personnel able to deal with specialised loan requests, with requests for bibliographical or subject information, or to advise individuals on appropriate specialist sources to meet their needs.

8 Clerical Section

A Clerical Section within the Division is responsible for the transmission of requests to other libraries, for the keeping of essential files of requests in progress, or of records of books despatched from or via the Library (i.e. books received from overseas or collected by van from certain London libraries). It also maintains the Library's inter-lending statistics, deals with all outgoing post, and prepares the necessary documents to accompany books despatched to British and foreign libraries.

II PERIODICALS DEPARTMENT

Much of what is outlined above relating to procedures in dealing with book requests applies to the work of the Periodicals Department. The differences concern the nature of the union catalogue and the emphasis on the supply of photocopies as opposed to the supply of originals.

1 Periodicals Union Catalogue

(a) A card catalogue of 80,000 entries.

(b) The basic volumes of B.U.C.O.P. of 155,000 entries.

(c) The World List of Scientific Periodicals–60,000 entries.

The card catalogue updates and supplements the printed sources and also serves the following purposes:

(a) It is the first source checked for locations.

(b) It is the source of edited material published in the computer-produced B.U.C.O.P./World List, and will be the source of updated material for future revisions of these works.

2 Search routines

(a) Applications

3,000 applications received annually on special B.U.C.O.P. application forms. These incorporate a copyright declaration to enable a photocopy to be made in lieu of an original.

(b) Photocopies

British Libraries supply photocopies direct to applying libraries, where this is specifically requested on the form. Certain important British libraries require photocopy requests to be made on their own application forms, e.g. Science Museum Library, B.M. (National History), Victoria & Albert Museum, National Reference Library for Science & Invention, the Royal Society of Medicine. These forms are prepared by the Periodicals Department.

Comparatively few foreign libraries are prepared to lend periodicals–invariably photocopies are supplied.

(c) Bucop Lists

A separate Bucop search list is circulated weekly to 110 libraries; an additional 84 libraries receive the weekly lists at monthly intervals. The lists consist of titles requested but for which there are no locations, new titles for which it seems desirable to have locations in anticipation of demand, and older titles for which confirmation of holdings is required.

(d) British Museum

One member of the staff spends the major part of the day at the B.M., locating material requested and using the rapid copy service.

BUCOP/WLSP

In 1962 the National Central Library assumed the responsibility for continuing the publication of the British Union Catalogue of Periodicals (BUCOP), and of the World List of Scientific Periodicals (WLSP), on a current basis. At that time BUCOP existed in the form of four initial volumes with one supplement, covering periodicals in British libraries up to 1960. The WLSP was in its third edition, though the fourth edition, bringing its coverage of scientific and technical periodicals in British libraries, current since 1900, down to 1960, was in the press and appeared in three volumes in 1963/4.

The "new" BUCOP, distinguished from its predecessors by the added secondary title, "New Periodical Titles", first appeared in 1964. The publication pattern is (i) four paper-bound issues published quarterly, and cumulated annually into two separate volumes; (ii) a comprehensive volume, which continues BUCOP and (iii) a cumulation of the scientific and technical titles only which appeared in BUCOP, in effect continuing WLSP. The coverage is of periodicals in British libraries which appeared for the first time on or after 1960 or which changed their titles during this period. To complete the record, titles which have "died" without a successor during the same period are also recorded.

BUCOP is now prepared by means of punched cards passed through an IBM computer at that firm's Service Bureau, and published by Butterworth & Company Limited, who were also responsible for the publication of both the original BUCOP and WLSP. The material supplied by the contributing libraries is edited at the N.C.L., and the punched cards are also prepared here on an 029 card puncher on hire from IBM. These activities were added to the N.C.L.'s existing Periodicals Department and periodicals union catalogue, and are in addition to the department's other duties of handling application forms.

Three cumulations (speaking of the comprehensive volumes) have so far appeared, for 1964, 1965 and 1966, representing some 7,000 titles. The WLSP volumes for these years amount to perhaps two thirds of the total figure. Four quarterly issues for 1967 have yet to be cumulated, and the first quarterly for 1968 has been published (April 1968). In the holdings shown, some 450 libraries are represented—not necessarily completely, because of different rates at which libraries report their holdings, and also, it must be said, because of the widely differing form in which libraries report their material; in some cases, where entries are not submitted on 3" x 5" cards with reasonably full details, there is inevitably some delay in the material appearing in BUCOP/WLSP.

It is hoped that BUCOP in its new form may act to some extent as a standardizer of practice with regard to periodical publications; the current editor of BUCOP is a member of three Sub-committees of the British Standards Institution concerned with documentation. Two of these Sub-committees are specifically concerned with periodicals; the editor is Chairman of one of these, and Chairman of the relevant panel of the other, and it is intended that the decisions concerning periodical entry will be first implemented in the pages of BUCOP. This applies in particular to the matter of periodical title abbreviations, of such importance in the field of documentation. Recommended abbreviations appeared in the WLSP volumes only of the 1964–1966 cumulations; form 1967 they will appear in both cumulations, and are extended to all subject fields. The BSI is working toward the adoption of a common Anglo–American standard in this regard with the relevant sub-committee of the United States of America Standards Institute.

BIBLIOGRAPHICAL WORK

(a) Bibliographical checking

Approximately 30,000 loan requests require bibliographical verification per year—either to amend incorrect details in order to locate items in the Union Catalogues, or to certify correctness before making a speculative search.

Examples of faulty requests and their amended versions are as follows:

Original	**Amended**
COOKE, W. & TAYLOR Notes of the Manufacturing District of Lancashire. 1842.	TAYLOR, (William Cooke) Notes of a tour of the Manufacturing District of Lancashire. 1842.
TUSHNET, (Leonard) Studies of starvation in the Warsaw Ghetto. 1965.	TUSHNET, (Leonard) The uses of adversity. 1966.
AUGUST and others. Typewriter behaviour. 1936.	DVORAK (August) and others. Typewriting behaviour. 1936.
COLLINS, (Sir W.) The life and doctrine of Sir Edwin Chadwick. 1924.	LANCET. 1. 1924. pp. 831–882 (COLLINS, W.J. : The life and doctrine of Sir Edwin Chadwick).

(b) **Bibliographical research**

Mainly carried out by the Bibliographical Research Section, the work derives either from enquiries from individuals or libraries by letter, or from routine loan applications requiring extended research. Approximately 1,500 enquiries received annually.

1 **Subject enquiries**

Requests for bibliographies, often requiring material to be gathered from dispersed sources. Considerable use made of neighbouring specialised libraries and institutions. Very specialised requests are referred to the appropriate experts or libraries.

2 **General Bibliographical enquiries**

Requests for information about specific authors, works, editions, issues or bibliographical details. Often involves examination and sometimes comparison of copies of books in various libraries in London.

SPECIAL LIBRARIES

(1) At present a total of 723 special libraries lend through the National Central Library of which 391 are officially Outlier Libraries that have formally agreed in principle to lend to other libraries through the NCL's agency. The remaining 332 libraries lend unofficially and in varying degrees. Lists of these two groups of libraries are attached.

Table I Special Lending libraries

	London		Home Counties		Provinces		Total
Outliers	225	(58%)	49	(12%)	117	(30%)	391
Other special libraries	152	(46%)	60	(18%)	120	(36%)	332
							723

(2) The location of these co-operating special libraries is important. The above table (Table I) shows that there is a very considerable concentration of such libraries within the area of the Greater London Council and of the Home Counties, as compared with the rest of the country.

(3) Not only is it the case that about 2/3rds of the co-operating special libraries lie within the area of London and the Home Counties, but an even greater proportion, 84%, of the total loans made by such libraries are made by special libraries in London and around (see Table II).

Table II (indicates the location of loans made by Outlier Libraries–figures are not available for other special libraries)

Loans by Special Libraries in tte London area = 69% of total Outlier loans

Loans by Special Libraries in the Home Counties area = 15% of total Outlier loans

Loans by Special Libraries in the Provinces = 16% of total Outlier loans

(4) The distribution of Outlier Libraries as between (i) science and technology (ii) other fields is 236 : 155 i.e., 60% of outliers are in the scientific and technical field.

Table III Outlier libraries: Subject fields.

		Lent	
Scientific and technical	236	8,734	37%
Other fields	155	14,619	63%
	391	23,353	

The proportion of Outlier loans to the total loans made by co-operating libraries is 29%.

(5) The distribution of loans made by (i) Outliers in science and technology (ii) other Outliers is 62% by non-scientific Outliers, 37% by those in the field of science and technology (see Taboe III above).

(6) In addition to Outlier Libraries (391) and other special libraries (332) which both lend and borrow, 852 special libraries borrow through the NCL but do not lend (see Table IV).

Table IV

Outliers	391
Other co-operating libraries	332
Libraries that borrow but do not lend	852
Total special libraries using NCL	1,575

1,575 therefore represents the total number of special libraries, i.e. excluding public and university libraries, that use the services of the NCL. It should be noted that in addition to these special libraries borrowing direct from the NCL, there are others in membership of Regions, which through the Regional Bureaux also use the NCL's services. The number of such libraries at present is 183.

(7) The holdings of co-operating special libraries have been recorded very incompletely as regards books in the Outlier Union Catalogue—now amalgamated with the central or master Union Catalogue. There are, however, published catalogues of some of these libraries (e.g. Dr. Williams' Library, the Linnean Society Library, etc.) which enable the NCL to know some of their holdings.

The periodical holdings of special libraries are known through BUCOP and to the NCL staff even more extensively through the Library's Union Catalogue of Periodicals which is a working tool and not published.

The situation as regards the recording of periodical holdings is more satisfactory than in regard to books or monographs. The co-operating special libraries certainly contain a considerable amount of material which if not always unique is often difficult to obtain on loan from other libraries. This is particularly the case as regards the borderline material which each library devoted to a special subject always contains. Such material, if one can locate it, is normally freely available for loan, whereas material specifically relating to the subject to which the library is devoted is generally not available.

(8) Some consideration has been given by the NCL to the possibility of combining groups of special libraries on a subject basis e.g. in archaeology, aeronautics, and other appropriate and easily defined subjects. Such groups could co-operate for the purpose of interlending material and to form co-operative acquisition schemes. Some of their needs might be met in this way without the need to have recourse to the NCL or NLLST. Such groups should in any case simplify the problem of recording the loanable and worthwhile material which such libraries contain, particularly in the humanities and social science fields. Groupings of this type have already been organised by Aslib and there exists the Association of British Theological and Philosophical Libraries (ABTAPL). None of these groups so far as is known has carried co-operation very far in the sense in which the word is used here.

(9) The peculiarities and problems arising from co-operation with special libraries are briefly these:

(a) Such libraries often have small staffs and find the additional work involved in lending books or in providing catalogue entries a considerable strain. Originally the CUKT made grants to the Outlier Libraries mainly to enable them to provide the Central Library for Students with catalogue entries. As the number of outliers grew this practice was discontinued.

(b) The NCL is able to lighten the burden on special libraries in the London area by collecting the books (in its van) and despatching them from the headquarters building. Without this help many special libraries would be unable to help with loans. Books collected and despatched by the NCL represent about 9% of all loans made by co-operating libraries at the request of the NCL.

(c) While new special libraries are continually being formed, especially in the industrial and technological field, some libraries, notably those of learned societies, are finding survival difficult and are sometimes broken up and sold.

(d) Co-operation with special libraries is liable to vicissitudes resulting from a change of librarian, or a change in policy by the governing body. Such changes are not always adverse; they may result in the renewal of co-operation after a period of cessation. In any case, the help given by most special libraries, although invaluable and essential, is rarely wholly reliable. This is hardly ever the case with university libraries or with the larger special libraries e.g. government libraries, such as the Science Museum Library which has co-operated with the NCL for more than 40 years.

(e) This is perhaps the place to mention the help in providing information, both bibliographical and factual, which has been given to the NCL staff by specialists in the various co-operating libraries in London. Many enquiries are solved by the "old boy" network that has been built up between the NCL and the staff of nearby special libraries.

(f) Special mention should be made here of the important role played in inter-lending by the larger special libraries, mainly in the London area. These are often academic libraries, good examples being the British Library of Political and Econonmic Science at the London School of Economics, the Library of the School of Oriental and African Studies and the Library of the London School of Hygiene and Tropical Medicine. A great many loans of valuable and specialised material are made by such libraries whose co-operation with the NCL service is quite essential to its efficiency. Many of these libraries contribute entries to the NCL's union catalogue.

NATIONAL LIBRARIES OVERSEAS: LENDING SERVICES

The tables summarize replies received recently from certain national libraries on their lending activities and the extent to which they arrange inter-library loans.

Loans from national libraries

The column showing loan figures from national libraries clearly indicates that the majority do not lend as many works as the N.C.L.: the average figure is in fact 13,778 compared with the N.C.L. issue of 21,169. Whilst comparisons between countries of differing sizes and library provision may be difficult, it should be noted that in East Germany (comparable to G.B.) the Deutsche Staatsbibliothek, Berlin only lent 14,875 items, whilst the Library of Congress with a book stock of over 14 million lent little more than the N.C.L.

Loans arranged by union catalogues

Again, the number of loans arranged by the N.C.L. through its union catalogues (59,000) was higher than those arranged by this means in most other countries. It will also be noticed that in some countries the number of loans from the national library exceeded the loans made by its union catalogue. The reasons for this include the comparative newness of the union catalogue (e.g. Australia: started 1960) the confinement of the contents to certain forms of literature (e.g. Belgium: periodicals only) and the inclusion of foreign language material only (e.g. Norway). It may also be noted that many of these libraries receive by copyright deposit multiple copies of works published in their countries.

A further point is that in certain countries with comparatively few large libraries, or with less developed library provision, greater reliance is placed upon the resources of the national library. In this country with a well developed public library system, a higher number of university libraries and a wealth of special libraries, the national and regional network can satisfy a very high proportion of the total loan demands without a loan service from the national deposit library (the B.M.).

Libraries contributing to the union catalogue

With further reference to the previous paragraph, over 1,000 British libraries actively contribute entries to the N.C.L.'s union catalogues, whilst entries representing material from an additional 500 libraries are produced as a result of our searches.

These figures, when compared with those submitted by foreign national libraries, indicate a highly developed system of co-operation and the opportunity to spread the lending load over a large number of libraries.

NATIONAL LIBRARIES OVERSEAS: LENDING SERVICES

COUNTRY	UNION CATALOGUE YES/NO	IF YES, TYPES OF LIBRARY COVERED	NUMBER OF LIBRARIES CONTRIBUTING	LOANS FROM NATIONAL LIBRARY COLLECTIONS	LOANS ARRANGED BY UNION CATALOGUE
AUSTRALIA	Yes	All	330	16,000	5,000 + 1,000 after search
AUSTRIA	Yes	1) Research accessions since 1950 2) All – periodicals (published)	40 450	7,338	c. 2,000
BELGIUM	Only for periodicals	All	400	25,456 and 676 abroad	Not known. (No book catalogue)
CANADA	Yes	All	285	4,772	39,383
CZECHOSLOVAKIA	Yes	Research libraries	900 (books) 1,450 (pers.)	23,747	2,500
DENMARK	Yes (but not in Royal Library)			18,500 and 1,500 abroad	
GERMANY (EAST)	Yes	1) Majority (number not stated) – foreign books since 1939 2) Majority (number not stated) – foreign periodicals since 1939		14,875	63,129 (out of 115,298 requests)
GERMANY (WEST) Answer for North Rhine/ Westphalia *only* (Univ. & Staatsbib. Cologne)	Yes	All	56	18,755	103,891
ICELAND	No	–	–	"very few"	–
INDIA	No	–	–	975	–
ITALY	Catalogue begun – ‘A’ only			2,862 and 602 abroad	

COUNTRY	UNION CATALOGUE YES/NO	IF YES, TYPES OF LIBRARY COVERED	NUMBER OF LIBRARIES CONTRIBUTING	LOANS FROM NATIONAL LIBRARY COLLECTIONS	LOANS ARRANGED BY UNION CATALOGUE
JAPAN	Yes	16 Univ Libs. 2 Public Libs. 30 Govt. Libs.	49	6,170	Not available
LUXEMBOURG	No	–	–	60	–
NORWAY	Yes	All	101 (45 univ. insts.)	c. 30,000	Not known. "Most important medium"
POLAND	Yes	All	343 (pers.) 1,500 (current foreign pers.) 700 (foreign books)	9,236	13,628
SPAIN	Yes		27 (178,600 entries)	625	75
SWEDEN	Yes – in published form (foreign lit. only)	Research	140	8,628	Unknown as cat. publ. (about 1,000 enquiries received by editorial staff)
SWITZERLAND	Yes	All	251 (books) 736 (pers.)	26,216 (external loans – Helvetica)	c. 28,000
SOUTH AFRICA	Yes	All	121	10,284	51,000
TURKEY	Yes	?	1) 120 libs. have sent cards for foreign books. 2) 8 univ libs. send cards regularly.	468	30
U.S.A.	Yes	Not reported	Not reported.	27,933	13,542
HOLLAND	Yes	Mainly non-public	88 (books) 230 (pers.)	75,000 (including loans to individuals)	80,000

Acton Technical College (1963)
Agricultural Research Council (Inst. of Animal Physiology, Cambridge (1962)
Allen and Hanburys Ltd., (1946)
Aluminium Laboratories Limited (1953)
Animal Virus Research Institute (1957)
Anthroposophical Society (Rudolf Steiner Library) (1942)
Aplin and Barrett Limited (1960)
Architectural Association (1944)
A.S.L.I.B. (1953)
Associated Electrical Industries Limited, Rugby (1966)
Associated Engineering Limited (1961)
Austin Motor Company Limited (1944)
Australian Scientific Liaison Office (1945)
Austrian Institute (1963)
B.P.B. Industries Limited (1947)
B.P. Chemicals Limited (1961)
B.P. Chemicals (U.K.) Limited (1944)
Bakelite Xylonite Limited (1928)
Barking Regional College of Technology (1964)
Barnett House, Oxford (1942)
Beecham Research Laboratories Limited (1946)
Benzole Company Limited, Watford (1953)
Bibliographical Society (1939)
Birmingham Gun Barrel Proof House (1961)
B.S.A. Group Research Centre (1959)
Board of Trade Library (1954)
Bolton College of Education (Technical) (1962)
Boots Pure Drug Company Limited, Medical and Scientific Libraries (1953)
Bowater Research and Development Company Limited (1960)
Bradford Royal Infirmary (1943)
Brighton College of Art (1962)
Bristol Aeroplane Company Limited (1948)
British Aluminium Co. Ltd. (1960)
British Boot, Shoe and Allied Trades Research Association (1930)
British Broadcasting Corporation (1956)
British Cast Iron Research Association (1930)
British Ceramic Research Association (1930)
British Dental Association (1962)
British Drama League (1926)
British Film Institute (1947)
British Food Manufacturing Industries Research Association (1947)
British Glass Industry Research Association (1951)
British Hydromechanics Research Association (1948)
British Institute of Management (1953)
British Interplanetary Society (1960)
British Iron and Steel Research Association (1959)
British Kinematograph Society (1950)
British Launderers' Association (1930)
British Leather Manufacturers Research Association (1930)
British Motor Corporation (1944)
British Non-Ferrous Metals Research Association (1930)
British Optical Association (1926)
British Overseas Airways Corporation (1960)
British Oxygen Research and Development Ltd. (1960)
British Paper and Board Industry Research Association (1947)
British Scientific Instruments Research Association (1946)
British Standards Institution (1942)
British Welding Research Association (1953)
Brown-Firth Research Laboratories (1961)
Building Research Station (1960)
Cambridge School of Agriculture (1931)
Carborundum Co. Ltd. (1954)
Sir John Cass College (1957)
Catholic Central Library (1950)
Central Electricity Generating Board (1950)
Centre for Educational Television Overseas (1936)
Chartered Institute of Secretaries (1952)
Chartered Insurance Institute (1947)
Chelsea College of Science and Technology (1960)
Chelsea School of Art (1967)

Chester Beatty Research Laboratory, Royal Cancer Hospital (1949)
Christ's College, Cambridge (1964)
Christ's College, Liverpool (1964)
Church Missionary Society (1950)
City of Canterbury College of Art (1962)
Classical Faculty Library, Cambridge (1964)
Coal Tar Research Association (1949)
College of Aeronautics, Cranfield (1946)
College of Estate Management (1953)
College of Preceptors (1931)
College of Psychic Science Ltd. (1967)
Commonwealth Bureau of Helminthology, St. Albans (1937)
Commonwealth Institute (1965)
Commonwealth Institute of Entomology (1936)
Consumers Association Ltd. (1961)
Cossor Radar and Electroncis Ltd. (1959)
Courtauld Institute of Art (1934)
Courtaulds Ltd. (1948)
Creed and Company Ltd. (1962)
Danish Institute, Edinburgh (1948)
David Davies Memorial Institute of International Studies (1934)
Devon and Exeter Institution (1963)
Ealing Technical College (1956)
East Malling Research Station and Commonwealth Bureau of Horticulture and Plantation Crops (Joint Library) (1949)
Edinburgh School of Agriculture (1960)
Edwards High Vacuum Ltd. (1959)
Electrical and Musical Industries Electronics Ltd. Hayes (1961)
Electrical and Musical Industries Electronics Ltd. Feltham (1964)
Electrical Research Association (formerly British Electrical and Allied Industries Research Association) (1946)
Electricity Council, Millbank (1963)
Electricity Council, Research Centre, Capenhurst (1966)
Elliot Brothers (London) Ltd. Research Laboratories (1947)
Enfield College of Technology (1960)
English Electric Company, Whetstone (1956)
English Electric Computers Ltd. (1960)
English Folk Dance and Song Society (1960)
English Speaking Union of the Commonwealth (1958)
Eugenics Society (1944)
Evans Medical Research Laboratories, Runcorn (1943)
Fawcett Society—London and National Society for Women's Service (1927)
Fire Service College (1955)
Fisons Pest Control Ltd. (1959)
Flour Milling and Baking Research Association (1930)
Folk Lore Society (1927)
Forest Research Station (1954)
French Institute (1938)
Freshwater Biological Association (1960)
Fruit and Vegetable Preservation and Research Association (1953)
Furniture Industry Research Association (1954)
Gas Council (1950)
German Institute Library (1959)
Gillette Industries Ltd. (1961)
G.K.M. Group Research Laboratory (1960)
Greater London Council Members' Library (1960)
Guildford School of Art (1963)
Guildhall Library (1943)
Arthur Guiness, Son and Co. (Park Royal) Ltd. (1956)
Hannah Dairy Research Institute (1932)
Harrow Technical College and School of Art (1960)
Hatfield College of Technology (1956)
Havering Technical College (1966)
Heating and Ventillating Research Association (1965)
Hendon College of Technology (1954)
Hispanic and Luzo-Brazilian Councils (1947)
Historical Association (1935)
Home-grown Cereals Authority (1966)
Horniman Museum (1930)
Hornsey College of Art and Crafts (1964)
Hosiery and Allied Trades Research Association (1950)
Huddersfield College of Technology (1949)

Hudson Institute (1948)
Hunting Engineering Ltd. (1966)
Huntingdon Research Centre (1964)
Hydraulics Research Station (1956)
Imperial Chemical Industries Limited, London (1950)
I.C.I. Fibres, Pontypool (1953)
Imperial College Department of Chemical Engineering (1960)
Imperial Tobacco Company Limited (1950)
India Office Library, Commonwealth Relations Office (1937)
Industrial Diamond Information Bureau (Industrial Distributors Sales)
Limited) (1956)
Inner London Education Authority Library (1934)
Institute of Advanced Legal Studies (1949)
Institute of Army Education (1949)
Institute of Bankers (1950)
Institute of Chartered Accountants (1938)
Institute of Commonwealth Studies, Oxford (1953)
INstitute of Linguists (1967)
Institute of Marine Engineers (1945)
Institute of Neurology (The National Hospital) (1966)
Institute of Orthopaedics of the British Postgraduate Medical Federation (1949)
Institute of Petroleum (1960)
Institute of the Study and Treatment of Delinquency (1943)
Institute of Welding (1941)
Institution of Gas Engineers (1960)
Institution of Mining and Metallurgy (1960)
Institution of Production Engineers (1951)
International African Institute (1960)
I.B.M. British Laboratories (1962)
International Computers and Tabulators Limited (1955)
International Co-operative Alliance (1966)
International Planned Parenthood Federation (1964)
Irish Central Library (1926)
Iron and Steel Institute and Institute of Metals (1930)
Isleworth Polytechnic (1961)
Italian Institute of Culture (1952)
Jewish Institute Library (1950)
Jew's College (1942)
Joint Library of Glass Technology (1951)
Joint Library of the Hellenic and Roman Societies (1930)
Joint Library of Commonwealth Bureau of Pastures and Field Crops.
(Grassland Research Institute) (1960)
Keighley Technical College (1958)
King's Lynn County Technical College (1967)
Kodak Limited (1952)
Lambeth Palace Library (1930)
Law Commission (1966)
Leeds Central Colleges (1966)
Leeds College of Commerce, Department of Librarianship (1966)
Leicester Colleges of Art and Technology (1954)
Leo Baeck College (1958)
Library Association (1948)
Linen Industry Research Association (1948)
Liverpool Music Library (1929)
London College of Fashion (1954)
London College of Printing (1943)
London Graduate School of Business Studies (1966)
London School of Economics (1925)
London School of Hygiene (1928)
Loughborough University of Technology (1964)
Joseph Lucas Limited (1960)
J. Lyons and Company (1956)
McCann Erickson Library (1953)
Malayan College, Liverpool (1958)
Manchester Business School (1967)
Manchester Library for Deaf Education, University of Manchester (1925)
Manchester Literary and Philosophical Society (1926)
Manx Museum (1958)
Martech Consultants Limited (1965)
Mary Ward Settlement (1960)
Metal Box Company Limited (1946)
Meteorological Office (1934)

Methodist Missionary Society (1967)
Middlesex Probation Service (Staff Library) (1942)
Midland Silicones Limited (1962)
Miles Laboratories Limited (1962)
Mining Research Establishment, Isleworth (1953)
Ministry of Defence, Naval Scientific and Technical Information Centre (1964)
Ministry of Defence, Ship Department Library, Bath (1953)
Mothers' Union (1961)
Motor Industry Research Association (1941)
Mount Saint Bernard Abbey Library (1940)
National Book League (1929)
National Coal Board (Hobart House) (1953)
National College of Food Technology (1959)
National Farmers' Union (1960)
National Foundation for Educational Research (1958)
National Institute for Medical Research (1960)
National Institute for Social Work Training (1962)
National Institute of Adult Education (1955)
National Institute of Agricultural Engineering (1961)
National Institute of Economic and Social Research (1938)
National Institute of Industrial Psychology (1927)
National Liberal Club (1938)
National Library of Wales (1922)
National Operatic and Dramatic Association (1931)
National Research Development Corporation (1953)
National Society for Clean Air (1956)
National Union of Teachers (1960)
Newcastle Literary and Philosophical Society (1929)
Norfolk and Norwich Library (1934)
North Devon Athenaeum (1936)
North East Coast Institution of Engineers and Shipbuilders (1953)
North Staffordshire Technical College, Solon Ceramic Library (1923)
Northern Polytechnic (1953)
Norwich School of Art (1967)
Norwood Technical College (195)
Nuneaton Technical College and School of Art (1961)
Oastler College of Education, Huddersfield (1967)
Office of the High Commissioner for Australia (1956)
Office of the High Commissioner for Canada (1949)
Office of the High Commissioner for India (1928)
Oxford University History Faculty Library (1957)
Oxo Limited Technical Library (1961)
Percival Whitley College of Further Education (1962)
P.A. Management Consultants Limited (1946)
Pharmaceutical Society of Great Britain (1932)
Pilkington Brothers Limited, St. Helens (1947)
Pilkington Perkin-Elmer Limited (1968)
Plunkett Foundation for Co-operative Studies (1927)
Plymouth Proprietary Library (1940)
Pneumoconiosis Research Unit (1960)
Polish Cultural Institute (1963)
Polish Library (1960)
The Polytechnic (1937)
Portsmouth College of Art (1963)
Portsmouth College of Technology (1962)
Post Office Engineering Department Central Training School (1959)
Post Office Engineering Department Research Station (1960)
Powder Metallurgy Limited (1948)
Presbyterian Historical Society (1953)
Priaulx Library, Guernsey (1938)
Printing, Packaging and Allied Trades Research Association (1937)
Production Engineering Research Association (1954)
Queen Elizabeth College (1924)
Redlands College, Bristol (1961)
Regent Advertising Club (1934)
Research Association of British Paint, Colour and Varnish Manufacturers (1930)
Riker Laboratories (1966)
Road Research Laboratory
Rolls Royce Limited, Crewe (1967)
Rothamsted Experimental Station (1925)
Rowett Research Institute, Aberdeen (1923)
Royal Aeronautical Society (1922)

Royal Aircraft Establishment, Farnborough (1954)
Royal Air Force College, Cranwell (1963)
Royal Air Force Technical College, Henlow (1963)
Royal Anthropological Institute (1924)
Royal Army Medical College (1950)
Royal Asiatic Society (1928)
Royal College of General Practitioners (1964)
Royal College of Nursing (1922)
Royal College of Physicians, London (1965)
Royal College of Veterinary Surgeons (1925)
Royal Commonwealth Society (1926)
Royal (Dick) School of Veterinary Studies, Edinburgh (1941)
Royal Dublin Society (1931)
Royal Entomological Society of London (1930)
Royal Geographical Society (1952)
Royal Horticultural Society (1928)
Royal Institute of British Architects (1961)
Royal Institute of International Affairs (1925)
Royal Institute of Public Administration (1950)
Royal Irish Academy, Dublin (1927)
Royal Microscopical Society (1928)
Royal Military College of Science (1960)
Royal Observatory, Edinburgh (1961)
Royal Photographic Society of Great Britain (1947)
Royal Postgraduate Medical School of London (1938)
Royal Scottish Geographical Society, Edinburgh (1928)
Royal Society of Arts (1948)
Royal Society for the Prevention of Accidents
Royal Society of Health (1945)
Royal Statistical Society (1959)
Royal Veterinary College (1945)
Rubber and Plastics Research Association of Great Britain (1930)
Rush Green College of Further Education (1966)
Ruston and Hornsby Limited (1960)
St. Bartholomews' Hospital Medical College (1946)
St. Bride Foundation Libraries (1932)
St. David's College, Beckenham (1968)
St. Peter's Hospital, Chertsey (1965)
St. Thomas's Hospital Medical School (1936)
Salford University (1965)
School of Geography, Oxford (1945)
School of Oriental and African Studies (1931)
School of Pharmacy, University of London (1958)
School of Slavonic and East European Studies (1931)
Science Library (1926)
Science Research Council (1966)
Scientific Periodicals Library, Cambridge (1934)
Scottish Marine Biological Association (1923)
Selly Oak Colleges, Birmingham (1934)
Sheffield College of Technology (1967)
Shell International Petroleum Company (1959)
Shirley Institute, Manchester (1930)
Shoreditch College for the Garment Trades (1954)
Slough College (1962)
Smith, Kline and French Laboratories (1964)
Smith and Nephew Research Limited (1955)
Society for Cultural Relations with the U.S.S.R. (1954)
Society of Analytical Psychology Limited (1956)
Society of Antiquaries of London (1926)
Society of Friends (1928)
Society of Genealogists (1942)
Society for Psychical Research (1927)
Society for Theatre Research (1953)
Soil Mechanics Limited (1960)
Sondes Place Research Institute (1956)
Soviet Social and Economic Institutions Department, Glasgow University (1959)
Sperry Gyroscope Company Limited (1961)
Stainless Steel Development Association (1966)
Standard Telephones and Cables Limited, Enfield, Middlesex (1962)
Staveley Iron and Chemical Company Limited (1959)
Stewarts and Lloyds Limited (1968)
Swedenborg Society (1933)

Swedish Institute (1963)
Tavistock Joint Library (1956)
Tea Centre (1943)
Technical Service Library (1943)
Textile Institute, Manchester (1944)
Theosophical Society of England (1927)
Timber Research and Development Association (1941)
Tobacco Research Council (1960)
Torry Research Station (Marine Laboratories Research Station)
Tube Investments Limited (1959)
U.K. Atomic Energy Authority (Dounreay) (1960)
U.K. Atomic Energy Authority (A.E.R.E.) (Harwell) (1950)
United Nations Association (1925)
United Society for the Propogation of the Gospel (1932)
Urwick, Orr and Partners Limited (1957)
T. Wall and Sons (Meat and Handy Foods) Limited (1962)
Waltham Forest Technical College (1947)
Warburg Institute (1934)
Water Research Association (1958)
West Ham College of Further Education (1963)
Westland Aircraft Limited, Saunders-Roe Division (1962)
West of Scotland Agricultural College (1937)
Westminster Technical College (1952)
Westminster Central Music Library (1947)
Whitehaven College of Further Education (1967)
Wiener Library (1946)
Wigan and District Mining and Technical College (1938)
Willesden College of Technology (1956)
Dr. Williams's Library (1926)
Wimbledon Technical College (1963)
George Wimpey and Company Limited Central Laboratory (1963)
Wool Industries Research Association, Leeds (1930)
Woolwich Polytechnic (1946)
Wye College (1929)
Zinc Development Association, ZDA/LDA Joint Library (1958)

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OTHER SPECIAL LIBRARIES LENDING OCCASIONALLY

The Admiralty, Technical Library
Agricultural Research Council, Virus Research Unit, Cambridge.
Agricultural Research Countil, Poultry Research Centre, Edinburgh
The American Library, London (collection at London University)
Animal Breeding and Genetics Research Organisation, Edinburgh
Animal Diseases Research Association, Edinburgh
Army Department Library
Army Department, A.R.E., Horsham
Army Department, M.R.D.E.S., Porton
Army Department, A.R. & D.E. Sevenoaks
Associated Electrical Industries (Manchester) Ltd.
Associated Rediffusion
Atlas Computer, Laboratory, Didcot
Australian Scientific Liaison Office, London
Avery Research Administration Limited, Birmingham
Babcock and Wilcox Ltd., London
Messrs. Baker Perkins Ltd., Peterborough
Beecham Research Laboratories Ltd., Surrey
Blackpool Technical College and School of Art
Board of Inland Revenue Library, London
Bolton Training College
Borax Consolidated Ltd., London
Borough Polytechnic, London
Bournemouth Technical College
Bourneville Works Ltd.
Brewing Industry Research Foundation, Surrey
Brighton Technical College
British Aircraft Corporation
British Belting & Asbestos Ltd., Cleckheaton, Yorks.
B.B.C. Reference Library
British Cellophane Ltd., Somerset
British Coal Utilisation Research Association, Surrey
British Coke Research Association.
Bolton Institute of Technology
British Council, London
British European Airways, Technical Library, Hounslow.
British Institute of Radio Engineers.
British Insulated Callender's Cables Ltd., London.
British Internal Combustion Engine Research Association, Slough.
British Iron and Steel Research Association, Sheffield.
British Legion.
British Medical Association, London.
British Museum.
British Paper and Board Makers' Association (Inc) Kenley.
British Petroleum Co. Ltd., London.
British Railways Board, Derby.
British Railways Board, London.
British Ropes Ltd., Doncaster.
British Shipbuilding Research Association, London.
British Standards Institution, London.
British Steel Castings Research Association.
British Telecommunications Research Ltd., Berks.
British Tabulating Machine Co. Ltd.
British Transport Commission, Chief Research Officer.
Broken Hill Proprietary Co. Ltd.,
Cadbury Bros. Ltd., Birmingham.
Canterbury College of Art.
Carlisle Technical College.
Central Council for Health Education, London.
Central Electricity Generating Board, London, E.C.1.
Central Electricity Generating Board, Berkeley Nuclear Labs., Bristol.
Central Electricity Generating Board, Marchwood.
Central Office of Information, London.
Central School of Art and Design.
Chelsea College of Science and Technology.
Chemical Society, London.
Cheshire College of Education.
Ciba (A.E.L.) Ltd., Cambridge
City and Guilds of London Institute, London

City of London College
C. & J. Clark Ltd., Street.
College for the Distributive Trades
College of Psychic Science
College of S. Mark and S. John
College of S. Mathias, Fishponds, Bristol
Commonwealth Bureau of Animal Breeding and Genetics, Edinburgh
Commonwealth Bureau of Animal Health, Veterinary Research Laboratory, Surrey
Commonwealth Bureau of Pastures and Field Crops, Aberystwyth
Commonwealth Mycological Institute, Surrey
Conservative Club, London
Conservative Research Department
Constantine College of Technology, Middlesborough
Copper Development Association, Herts
Co-operative Wholesale Society
Courtaulds Ltd. Manchester
H.M. Customs and Excise, London
Daresbury Nuclear Physics Laboratory
Dartington Hall School, Devon
Davey Paxman & Co. Ltd., Essex
Decca Radar Ltd. Surrey
De Havilland Aircraft Co. Ltd., London
Derby and District College of Technology
Ditton Laboratory
Dove Marine Laboratory
Dunlop Rubber Co. Ltd., Overseas Research Department, London
Dunlop Rubber Co. Ltd., Technical Literature Section, Birmingham
English Electric Co. Ltd., Rugby
English Electric Co. Ltd., Bradford
English Electric Co. Ltd., Preston
Ericsson Telephones Ltd., Nottingham
The Evangelical Library, London
Fisons Ltd., Research and Development Department, Suffolk
Ford Apprentice School, Romford
Foreign Office Library and Research Department, London
Forest Products Research Laboratory, Princes Risborough
Fuel Research
Fulmer Research Institute Ltd., Bucks.
Geigy Co. Ltd., Manchester
Gem Society
Genatosan Ltd., Loughborough
General Register Office, London
Geological Society, London
Glaxo Laboratories Ltd., Middlesex
Grassland Research Institute
Hackney Technical College
Hammersmith College of Arts and Crafts
Harris College Library, Preston
Hartley Victoria College, Manchester
Hawker Siddeley Dynamics Ltd.,
Head Wrightson & Co. Ltd., Stockton
Headington College of Technology
Heinz
Heythrop College, Oxon
High Commission for Pakistan, London
High Wycombe College of Further Education
Home Office Library, London
Humber Research Library
Ilford Ltd., Research Library, Essex
Imperial Cancer Research Fund, London
I.C.I. Billingham
I.C.I. Dyestuffs Group, Manchester
I.C.I. Fibres Division, Hookstone Road, Harrowgate, Yorks
I.C.I. Pharmaceuticals Division, Cheshire
I.C.I. Jealotts, Hill Research Station, Bracknell
I.C.I. Paints Division, Bucks.
I.C.I. Nobel Division H.Q. Glasgow
I.C.I. Plastics Division, Herts.
I.C.I. Metals Division, Birmingham
Imperial War Museum
Incorporated Brewers Guild.
Incorporated Froebel Institute, London

Independent Television Authority, London
Industrial Welfare Society
Institute of Actuaries, London
Institute of Animal Physiology, Cambridge
Institute of Civil Engineers
Institute of Child Health
Institute of Commonwealth Studies
Institute of Cost and Works Accountants
Institute of Geological Sciences
Institute of Medical Laboratory Technology, London
Institute of Heating and Ventilating
Institution of Chemical Engineers, London
Institution of Electrical Engineers
Institution of Engineers and Shipbuilders, Scotland
Institution of Naval Architects, London
Institution of Structural Engineers
Institution of Works Managers
International Computers and Tabulators Ltd., Headquarters, Putney
International Computers and Tabulators Ltd., Engineering, Stevenage
International Nickel Co. (Mond) Ltd., London
International Wool Secretariat, London
John Innes Institute, Hertford
L.R. Jenkins & Co. Ltd.
Kellogg International Corporation
Kingston College of Technology
Kuwait Oil Co. Ltd., London
Labour Party
John Laing & Son Ltd., Herts
Lanchester College of Technology
Laporte Chemicals Ltd., Luton
Letchworth College of Technology
Linnaean Society
LADSIRLAC
Liverpool Medical Institution
Lloyds's Register of Shipping, London
London Chamber of Commerce
London Hospital
London Missionary Society Lending Library
Loughborough College of Education
Macaulay Institute for Soil Research
Machine Tool Industry Research Association
Manchester Oil Refinery
Marconi Instruments Ltd., Herts.
Marine Biological Research Association
Marshall & Snelgrove Ltd.
Matlock College of Education
May & Baker Ltd., Essex
Meat Research Institute
Metal Containers Ltd., Liphook, Hants.
Middle Temple Library
Milk Marketing Board, Surrey
Ministry of Agriculture, Fisheries & Food London (main Library Whitehall Place)
Ministry of Agriculture, Fisheries & Food, Fisheries Laboratory, Lowestoft
Ministry of Agriculture, Fisheries & Food, Veterinary Research Laboratory, Surrey
Ministry of Aviation, Guided Weapons Trial Wing, Aberporth
Ministry of Aviation, R.A. Establishment, Bedford
Ministry of Aviation, R.A.F. Staff College, Bracknell
Ministry of Aviation, R.A.F. Institute of Aviation Medicine, Farnborough
Ministry of Aviation, Radar Research Establishment Library, Gt. Malvern
Ministry of Aviation, London, W.C.2.
Ministry of Aviation, Chem. Defence Research Establishment, London
Ministry of Aviation, National Gas Turbine Establishment, Pyestock
Ministry of Aviation, Explosives Research & Development Establishment, Waltham Abbey
Ministry of Defence
Ministry of Health Library, London
Ministry of Housing and Local Government Library, London
Ministry of Labour Central Library, London
Ministry of Power Library, London
Ministry of Power, Safety in Mines Research Establishment, Derbyshire
Ministry of Power, Safety in Mines Research Establishment, Sheffield
Ministry of Public Buildings and Works Library, London
Ministry of Social Security Library, London

Ministry of Technology, London
Ministry of Transport Library, London
Monsanto Chemicals Ltd., Fulmer Hall Laboratories, Slough
Mullard Research Laboratories, Salfords, Nr. Redhill
Municipal College of Commerce, Newcastle
Museums Association, South Kensington
National Association for Mental Health, London
National Cash Register Co. Ltd., London
National Chemical Laboratory, Middx.
National Coal Board, London
National College for Heating, Ventilating, Refrigeration and Fan Engineering
National Engineering Laboratory
National Institute of Oceanography, Surrey
National Institute for Research into Dairying
National Institute of Poultry Husbandry, Salop
National Lending Library for Science and Technology
National Library for the Blind, London
National Library of Scotland
National Physical Laboratory, Middx.
National Reference Library for Science and Invention (Holborn)
National Vegetable Research Station, Wellesbourne
Natural History Society of Northumberland and Durham
Nature Conservancy, London
Nature Conservancy, Grange over Sands
Office of the High Commissioner for New Zealand, London
North of England Institute of Mining and Mechanical Engineering
North Gloucestershire Technical College, Cheltenham
Northampton College of Art and Technology
Northern Counties College, Newcastle
Northern Polytechnic
North Gloucestershire Technical College
North Western Polytechnic, London
North Wilts and Trowbridge College of Further Education
Nottingham Regional College of Technology
Northumberland Co. Technical College
Norwegian Embassy
Nottingham Regional College of Technology
Old Blue School, Wells, Som.
Paint Research Station
C.A. Parsons & Co. Ltd., Newcastle upon Tyne
P.E.P. London
Pest Infestation Lab., Slough (Agricultural Research Council)
Petroleum Office
Pig Industry Development Authority, London
Pirie, Alex and Sons Ltd., Scotland
Plant Protection Ltd., Surrey
Plessey Co. Ltd., Technical Library, Essex
Police College
Polish Research Centre, London
Post Office Library, London
Post Office Engineering Dept., Central Training School, Staffs.
Priestman Library
Prince Consorts Library
Protestant Truth Society
Quaker Oats Co.
Railway Executive (British Railways) Library, Derby
Road Research Laboratory, Middx.
Rolls-Royce Ltd., Derby
Rowntree & Co. Ltd., York
Royal Astronomical Society, London
Royal College of Physicians, London
Royal College of Physicians, Edinburgh
Royal College of Surgeons, London
Royal Engineers Corps Library, Kent
Royal Greenwich Observatory, Sussex
Royal Institute of British Architects, London
Royal Institute of Naval Architects
Royal Military Academy, Sandhurst, Surrey
Royal National Institute for the Deaf, London
Royal Naval College, London
Royal Society of Edinburgh
Royal Society of Medicine, London

Royal Society for the Prevention of Cruelty to Animals
Rubery, Owen & Co. Ltd., Research & Development., South Staffs.
Rural Industries Bureau, London
Scottish Woollen Technical College, Selkirk
Seafarers' Education Service, London
Services Electronics Research Laboratory, Herts.
Shell Petroleum Co. Ltd., London
Simon-Carves Ltd., Cheshire
Society for Analytical Chemistry, London
Society of Dyers & Colourists
Society for the Propogation of the Gospel
Office of the High Commissioner for the Union of South Africa, London
Sperry Gyroscope Co. Ltd., Brentford, Middx.
Standard Telephones & Cables Ltd., Harlow, Essex
Stoke Mandeville Hospital
Tate & Lyle Ltd., Research Laboratory, Kent
Taylor Brothers & Co. Ltd., Manchester
Richard Thomas & Baldwins Ltd., London
Timber Development Association, London
Tin Research Institute, Middx.
Town and County Planning Association, London
Town Planning Institute
T.U.C., London
Treasury Library
Tropical Products Institute, London
Twyford Laboratories Ltd.,
U.K. Atomic Energy Authority, Atomic Weapons Research Establishment, Aldermaston
U.K. Atomic Energy Authority, Radiochemical Centre, Amersham
U.K. Atomic Energy Authority, Capenhurst, (Also N.W.R.L.S.)
U.K. Atomic Energy Authority, Culceth (Also N.W.R.L.S.)
U.K. Atomic Energy Authority, Atomic Weapons Research Establishment, Foulness
U.K. Atomic Energy Authority, Development & Engineering Gp., Risley (Also N.W.R.L.S.)
U.K. Atomic Energy Authority, Winfrith, Dorset
U.S. Air Force Middx. (Personnel Service Officer, 7500 Base Group, APO 125)
United Steel Companies, Stockbridge
University Microfilms Limited
Victoria and Albert Museum, London
Water Pollution Research Laboratory
Weed Research Organisation, Oxon
Wellcome Research Institution, London
Welsh College of Advanced Technology
Wimbledon Technical College, London, S.W.19.
Wolverhampton College of Technology
Zoological Society of London

MEMORANDUM

submitted by

LORD CRANBROOK, a Trustee of the National Central Library

31st July, 1968

I find myself in disagreement with the suggestion that there should continue to be two lending libraries and suggest the deletion of all after "policy" in line 13 p.l and the substitution of the following, or something on those lines.

1 A NATIONAL LIBRARY SERVICE

The difference in function and techniques involved in running Lending and Reference libraries are so great that it does not seem possible that one Governing Body and one Director could efficiently undertake the organisation and day to day running of a single National Reference and Lending Library covering both the sciences and humanities. There is though much to be said for the establishment of one single governing body to supervise the development and financial control of the national library service but divorced from the day to day running of it.

This body would be responsible for the planning of the whole service, capital developments in the shape of new library buildings or major additions to old ones and for the allocation of the "maintenance" moneys made available by Parliament between the constituent sections or branches of the Library service. Having approved each Library's maintenance budget the central governing body would not concern itself with the day to day running.

Part I explains how the N.C.L. built up its Union Catalogues, BUCOP/World List, etc. in the course of its growth while the report of the Parry Committee on Libraries details many other functions which it suggests would be carried out by a national library. If only to make provision for some of these, the Central Governing Body referred to above would seem to be an essential part of a library service.

2 NATIONAL REFERENCE AND LENDING LIBRARIES

If we accept the fact that there cannot be a single governing body responsible for the day to day running of the whole Reference *cum* Lending Library service there must on both sides be either a single library covering all disciplines or two, one covering the Sciences, the other the humanities.

(a) National Lending Library

As has been explained in Paper I, the lending service is now divided between the N.C.L. at Store Street, providing mainly for the humanities, and the N.L.L.S.T. at Boston Spa, providing for the Sciences. Both provide a service for users by lending from central stores and by "interlending", the interlending in both cases being organised by the N.C.L. In the sciences the demand is very largely for periodicals and in most cases recently published ones, in the humanities very largely for books and in many cases older ones. It is possible therefore to cater for most demands by scientists from a central store, since this need not be so large as the one which would be necessary in the humanities. The N.L.L.S.T. has a large book store made up largely of periodicals; scientists therefore make proportionately few demands on the interlending service provided by the N.C.L.

(b) National Reference Library

There is already a single National Reference Library Service, the British Museum Library and the N.R.L.S.I., both under the Trustees of the British Museum and we agree that there should be a single National Reference Library as well as a single National Lending Library.

3 GOVERNING BODIES

Though aware of the risks of appearing to blow our own trumpet, the Trustees have a long experience as Governing Body of one of the constituent parts of the National Library Service and we think that some of the opinions formed as a result of that experience are worth putting on record.

It is usual in this country to interpose somewhere between the government or local authority providing the cash and the service afforded to the consumer a governing or advisory body like the Trustees of the British Museum, members of Research Councils, Regional Hospital Boards, Governers of Schools, etc. etc. The usefulness of those bodies and the calibre of the men and women attracted to them depends upon the degree of responsibility given to them and attention paid to their opinions. We think that somewhere in any future library service there should be some such body or bodies, with some real responsibility, made up of men and women of real parts and ability. Certainly the central governing body suggested under I above and probably for the National Reference and National Lending Libraries as well.

*Note: Lord Cranbrook refers to the memorandum submitted by the Trustees of the National Central Library.

MEMORANDUM*

submitted by

THE DIRECTOR OF THE NATIONAL LENDING LIBRARY FOR SCIENCE AND TECHNOLOGY

June, 1968

PREFACE

This document is an attempt to describe the National Lending Library for Science and Technology and to consider some of the functions it might carry out in a new national library system. The description is the first which has so far been prepared. Earlier attempts to describe the N.L.L. were not completed because the library was in a rapid state of development and attempts to describe it precipitated further changes. Even whilst this description was being prepared, the data collected caused a further change of policy about the acquisition of English language books (as distinct from periodicals).

Perhaps it does not emerge as clearly as it should that the N.L.L. was able to base its policy for periodicals almost entirely on an analysis of the experience of the Science Museum Library, but that the N.L.L.'s policy for monographs had to evolve from its own experience.

The first six chapters are mainly descriptive and were prepared to precede the visit of the National Libraries Committee to the library on May 10th. Chapter 7 is an attempt to consider whether the services provided are adequate. This was a difficult chapter to prepare, because the library is continuously analysing its services and altering them in the light of the data collected. The analysis of costs in Chapter 8 is incomplete because of the absence of comparable costs from other organisations. Chapter 9 is an attempt to consider some of the general problems facing the National Libraries Committee. It may very well be that the N.L.L. has collected or could rapidly obtain relevant data about other problems.

A major difficulty of preparing any report about the N.L.L. arises because there is no comparable library in the world. Misapprehensions arise naturally about any service which is apparently faster than others and also about any service which forsakes the traditional ways of doing things. This situation has created a number of misapprehensions in different quarters about the N.L.L.'s potential. This document makes some diversions to deal with some of these misapprehensions which may have arisen in some quarters about the N.L.L's potential. There may be others which should have been dealt with. If these exist, it is hoped that they can be tackled separately.

The document makes no attempt to deal with one important topic – the method of control – mainly because it is understood that the Committee will receive evidence from the Department on this topic. However, it is possibly not out of place to make the personal observation that the rate of development of the N.L.L. owes a great deal to the system of central control linked with delegation to heads of establishments which was evolved by D.S.I.R.

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*The Director of the National Lending Library for Science and Technology was invited by the Committee to supply information about the Library and also to comment on any matters relevant to the Committee's terms of reference. This Memorandum was received from the Director in response to this invitation as an expression of his personal views.

I. HISTORY AND PURPOSE

1 Like many libraries, the N.L.L. is concerned with:—

(i) collecting and making available publications,

and (ii) promoting the use of literature.

Its special purpose is to supplement the resources of other libraries. This it does primarily by lending, and the N.L.L. now appears to have become the largest source of "interlibrary loans" in the world.

2 In 1954, the Advisory Council on Scientific Policy recommended the creation of a national science lending library. Its purpose was to take over and develop the postal lending service which the Science Museum had started in South Kensington. The decision to start a new library was influenced by:—

(i) the fact that the demand on the Science Museum Library's lending service had grown so much that its operation was interfering with the local services of that library.

(ii) the site limitations in South Kensington.

3 D.S.I.R. gave instructions for the planning of the new library to commence in November, 1956. Most of the information then available which was pertinent to the planning of the new library was summarised in a lecture in January, 1957*. The planning was based on the experience and limitations of the Science Museum Library's service.

In brief, it appeared:—

(i) that the Science Museum Library's collection was inadequate in so far as it did not cover adequately the recent output of scientific literature of the world,

(ii) that the service had experienced trouble due to waiting lists and binding delays,

and (iii) in addition to (ii), the service was slow.

4 The plans for the N.L.L. tried to eliminate these inadequacies and to make the new library fully operational in 1962. This date was chosen to fit in with the South Kensington rebuilding scheme, which in fact is now several years behind the provisional schedule then in existence. Nevertheless, the N.L.L. became fully operational on its present site in August, 1962, and it was formally opened on November 5th of that year.

5 Originally the N.L.L. had approximately the same subject scope as the Science Museum Library. This covered the whole field of science and technology, including agriculture, but it had some limitation in the human medicine field. This latter limitation was subsequently removed from the subject scope of the N.L.L.

6 The success of the N.L.L. in its original field of science and technology raised the question whether its services should be extended to other fields. The Report of the Committee on Social Studies under the chairmanship of Lord Heyworth (Cmnd. 2660 June 1965) states in para 173:

> "We feel, however, that a strong case exists for the provision of lending library facilities for the social sciences along the lines of those already provided for technology and the natural sciences by the National Lending Library at Boston Spa, Yorkshire. We propose that the Department of Education and Science arrange for a study to be made of the feasibility of extending these facilities to include the social sciences."

As a result of this, it was decided early in 1966 that the N.L.L. should collect periodicals in the social sciences on an "experimental" basis. A formal announcement of the extension of the N.L.L.'s service for this type of material was made on October 5th, 1967. In the social science periodical field, as in other fields the N.L.L. covers, the aim of the library is to collect and make available the literature the practitioners in these fields may need to borrow.

II. ORGANISATION AND PROCEDURES

7 Most of the large libraries of the world, despite the size and quality of their staffs and their extensive collections, have not very high reputations for the efficiency of their services. Often the internal efficiency of

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*J. of Documentation Vol *13* (1) pp.13-31, 1957.

large libraries is suspect and there is some support for the notion that already some libraries have grown to above the optimum size.

8 In view of this situation, the N.L.L. has not automatically adopted the type of organisation and procedures which are common to other libraries. The N.L.L. has accepted the view that the work of the library requires that the senior staff should have both scholastic and organisational functions. The N.L.L. works on the basis that it is necessary to make an experimental approach to its present and future problems. This has been facilitated by its staff being recruited to fit the requirements of the Scientific Civil Service.

9 The second organisational feature which the library has endeavoured to maintain is the need for fluidity in the organisation to deal both with peak loads and also with staff casualties. To achieve this, the staff are trained as far as possible so that they have some idea of the operation of the library as a whole. This approach to the staff organisation problem appears to have created a high morale in the staff.

10 **Recording Procedures.**

The experimental approach to procedures at the N.L.L. has produced what is often regarded as the strangest feature of the library. Unlike other libraries, it makes no attempt to create an all-comprehensive holding record which is usually referred to as "the catalogue". This break with library traditions sometimes results in the expression of the view that the N.L.L. is not really "a library", or at least that "its system may be all right for periodicals, but it would be no use for books". Because of these views, it appears necessary to examine the problem of library records further.

11 The approach to the sort of library records needed by the N.L.L. started from three observations. The first observation was that libraries as a rule were using a great deal of skilled labour to make their records. As a result, nearly all large learned libraries spent more on staff than they did on literature and binding. Secondly, it appeared that there was a strong tendency for the recording procedures within a library to become more complex the larger the library. It was clear that, whilst it might be some time before the N.L.L. reached the five million volume category, within a hundred years or so it might very well have twenty-five million traditional volumes. These two observations together suggested that the existing orthodox library procedures should be carefully reviewed before they were adopted by the N.L.L. The third observation was that the particular cataloguing system used by the Science Museum Library – the "British Museum system" – meant that it was virtually impossible to find many publications on the shelves without consulting records. For instance, the periodical "Physical Review" is filed in the Science Museum Library under "Ithaca", because that is where the Society which first produced "Physical Review" first met.

12 In most libraries, the manufacture of library records holds up the flow of new literature to the shelves and provides an extra process in locating where publications have been shelved. Amongst the several functions which library catalogues appear to have, the following seem to be the more important:

(a) to help users to discover what publications exist on a particular subject,

(b) to help users to discover what publications are held by a particular library,

(c) to help to locate particular publications on the shelves.

The first function, that of acting as a subject bibliography, is really the function of published bibliographies. Library catalogues are, as a rule, little more than "do it yourself" bibliographies. In fact, few library catalogues attempt to be a subject guide to the contents of periodicals and it is a little difficult to see why a library has a special responsibility for providing a home-made guide to its books. Research workers, as a rule, are interested in what publications exist on a particular subject, irrespective of whether a particular library happens to hold them or not.

The second function, that of telling users what publications are held by a library, probably inhibits requests for items not thought to be in the library. As a rule, most librarians have little information about items required but not available. The N.L.L. in particular is anxious to discover what publications are required by its potential users.

The third function, that of helping to locate particular publications on the shelves, has been tackled in the N.L.L. by shelving publications in alphabetical order.

13 The general approach to eliminating records at the N.L.L. has been modified in the light of experience and, in fact, the N.L.L. produces records because of the gaps in published records. For instance, the N.L.L. produces a Russian booklist, because of the difficulty of knowing what Russian books exist and, in particular, which have reached the U.K. It makes a detailed record of its holdings of translations so that the question of whether a translation of a particular document exists can be answered, and it publishes "Index of Conference Proceedings Received by the N.L.L." because of the difficulty of knowing the full title of conferences and how conference reports have been published. The general recording policy can be summed up by saying that the N.L.L. only makes a record when there is a special need for it, and then as far as possible the record is published.

14 The approach of the N.L.L. to library records has played a major part in permitting the N.L.L. to grow rapidly. It has also facilitated a rapid service by eliminating one of the processes which normally occurs in a library – that of consulting a record to discover where a publication has been shelved. This has saved manpower. In fact, despite the fact that the N.L.L. is not open access and manpower has to be used to issue publications and replace them, the N.L.L. appears to be one of the few large libraries which are spending more on literature and binding than on staff. There appears to be no reason to suppose that the recording procedures adopted by the N.L.L. could not be applied to a wider range of literature or a much larger volume of demand.

15 **Binding and Duplication.**

The N.L.L.'s procedures regarding binding and duplication differ fundamentally from those of other libraries. These procedures were designed, in the light of the experience of the Science Museum Library, to increase the availability of publications on demand.

With regard to binding, the tradition in many libraries is to send a periodical volume to the binders as soon as it is complete. This is about its period of peak demand. The N.L.L. endeavours to avoid this, either by having periodical parts bound separately as soon as they are received, or arranging for binding to take place after a few years. To facilitate lending the items required, a large part of the N.L.L.'s periodical collection is left unbound. The remainder is either bound separately in parts or in small volumes. The result is that the percentage of items which are at the binders when required is small (about 0.3 per cent).

16 Whilst the policy pursued at the N.L.L. with regard to binding has played a major part in increasing the availability of the stock to meet requests, it has not been sufficient to cater for the demand for a small percentage of the collection and this part of the collection has had to be deliberately duplicated. This deliberate duplication is normally achieved by purchasing two or more copies on publication. For periodicals, it has been established that it can be assumed that the demand for a small run of a periodical (e.g. a recent volume) is "random", and the use of Poisson's distribution is sufficient to indicate the degree of duplication required. For books, some simple regression analysis on actual use of volumes purchased a few years ago has produced a simple guide in terms of subjects and publication prices to the purchase of duplicates on publication.

III. SITE AND BUILDINGS

17 In planning the N.L.L., a survey was made of the postal services to find which areas were suitable for providing an overnight postal service to the United Kingdom as a whole. A survey of possible Government-owned sites in the areas led to the inspection of the site at Boston Spa, where it was found that a number of buildings which could be adapted were available on a site of sixty acres. The first group of suitable buildings which were adapted and put into use in 1961, provided in all about 115,000 square feet of floor space. A further building, which provides about 35,000 feet of floor space was made available in 1967.

18 No further buildings which appeared suitable for adaption are available on the site, but a site development plan has been drawn up. This visualises the re-siting of the road throught the site and the creation of an initial building of 175,000 square feet which could be made in two stages. It is hoped that the first stage of this building will be put in hand in the near future. If it is not available for use in 1971, severe accommodation difficulties will arise. At present, it is not visualised that stage 2 of this building should be started for a few years, but it could be put in hand earlier if any need for it should arise.

IV. THE N.L.L. COLLECTION

19 The original aim of the N.L.L. collection was to be able to supply the literature the practising scientist or technologist might need. As far as periodicals are concerned, this has been interpreted as covering all the recent periodicals, irrespective of language, which are, or perhaps should be covered by the guides to the literature, such as abstracting and indexing publications. Within the N.L.L., the term "periodical" has been interpreted in the widest sense and includes monographs in series (excluding commercial publishers' series). For recent books, the aim has been to be fairly comprehensive in English language books, but only to have the more important books in foreign languages. However, because of the conditions which control the production and supply of Russian books, these are obtained under a "blanket order" arrangement, which provides a wider range of Russian books than, for instance, of French and German books. For older material, the aim has been to base the purchase policy on positive evidence of need, but to accept a wider range of material if it were offered as a gift to the library. The evidence of need was collected from a survey of the use of the periodicals in the Science Museum Library in 1956 and, subsequently, by surveys of requests and, in particular, of failures.

20 The general surveys of failures revealed that the N.L.L. was not collecting sufficient English language books, and the level of selection was lowered about the beginning of 1965. Originally, the aim was to obtain books at the postgraduate level. Subsequently, it was decided that the aim should be to obtain books which might be required by the graduate, and that these included a number of books which could be vaguely described as at the post-intermediate level. The surveys of failures also indicated, not only that the N.L.L. had an inadequate collection of conference reports, but also that it was having some difficulty in locating the ones it had. As a result, the "Index of Conference Proceedings received by the N.L.L." was started and a special drive was organised to collect more conference reports.

21 **Medical Literature.**

The original terms of reference of the N.L.L. left some doubt as to the extent to which material in the medical science field should be collected, because the Science Museum, although it had been collecting "veterinary science" had not been collecting what might be described as applied human medicine. It was agreed in 1962 that the N.L.L. should cover the whole medical field and fortunately it was possible to obtain some use data from the National Library of Medicine in Washington to guide the purchase of the more important back sets of periodicals. Seubsequently, when the library became concerned with "MEDLARS" (see para.32) a special drive was made to obtain a very comprehensive collection of current medical periodicals, and at present the collection of these is comparable with that in the National Library of Medicine in Washington.

22 **Translations**

The library as a matter of policy has always collected published translations into languages which are more usually read by English readers. In addition to these, because of the special interest in Russian literature, it has collected all the translations, including *ad hoc* translations, from Russian into English and, more recently, has begun to collect *ad hoc* translations from all languages into English.

23 **Report Literature**

In its early days, the organisation known as the "Technical Information and Documents Unit", which had been transferred to D.S.I.R. from the Board of Trade, became part of the N.L.L. This organisation had been established during the last War and, at the end of the War, received copies of German documents collected by U.K. investigating teams and microfilms of such documents collected by U.S. teams. It subsequently began to collect "report literature"* relating to U.S. Government contracts. Under the N.L.L., the policy was to try and make this collection comprehensive from the date the N.L.L. took it over, and the N.L.L at present has the only sizeable collection of this type of literature which is generally available in Europe. Originally, most of this material was supplied to the N.L.L. on microfilm, but more recently, it has been supplied on microfiche. The collection includes atomic energy reports from the U.S. and from most of the countries in the world which are concerned with nuclear energy research.

24 **Social Sciences**

Recently (see para. 6) the N.L.L. has begun to collect and make available social science periodicals. Investigations of the degree to which the N.L.L. is now satisfying the demand in this field are in hand and will be reported later.† The general position appears to be that the N.L.L. has collected the vast majority of the recent parts of all the periodicals which are of interest, but it has appreciable gaps in the collection of older volumes required. At least half of the older volumes for which there is a specific demand are included in the list for which the N.L.L. is seeking to obtain secondhand sets. In all, it would appear that about 4,000 of the periodicals which are now being received by the N.L.L. would not have been obtained but for the decision to extend the scope of the library into the social science field.

25 **Periodicals**

The growth of the number of current periodicals held by the N.L.L. has been as follows:-

March	1963	14,706
March	1964	18,892
March	1965	21,061
March	1966	23,279
March	1967	27,093
March	1968	30,330

The policy of the N.L.L. has been to try and collect current periodicals which contain some material within its subject field. Thus, before the N.L.L. decided to collect social science periodicals, it was in fact collecting periodicals which contained some material in the social sciences and now, due to the diffuse subject boundaries of periodicals, it is inevitably collecting some periodicals which contain some material in the humanities. In addition, in the irregular periodical field, as for instance university bulletins which may cover a wide variety of subjects, the policy of the N.L.L. has been to order a complete series rather than to select the particular items which fell within its subject field.

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*"Report literature" is somewhat difficult to define. It is literature which is not published in the normal way. As a rule it is duplicated and in the U.S. relates primarily to reports on government research or development contracts.

†See Library Association Record, 1969, *71* (2), 39-40.

26 **Older Literature**

It is sometimes thought that because the N.L.L. is a relatively new library, its collection of older literature is very inadequate. This is only partly true. The N.L.L.'s service has at its disposal the literature which was in the Science Museum Library prior to the formation of the N.L.L. A substantial part of this collection was actually transferred to the N.L.L., and the ramainder is available for loan from the Science Museum Library at the requests of the N.L.L. Prior to the split between the Science Museum Library and the N.L.L., the Science Museum collection from some time in the 1920's was the largest collection of recent scientific literature available in the U.K. This collection has been supplemented by the deliberate purchase of some older literature to fill the gaps in the joint N.L.L./Science Museum Collection, and has been improved considerably by gifts of older material from special libraries.

These gifts have been mainly of periodical literature and have been used not only to complete gaps in the N.L.L. collection, but also to duplicate some of the older material.

It might have been supposed that duplicating the collection from donations would have produced duplication in the wrong places, but this has not happened. By a strange set of circumstances:

(a) the most heavily used items in the N.L.L. are the most frequently held in the U.K.

(b) the material which is offered as gifts to the N.L.L. is, in general, material in the most heavily used field.

27 Whilst it is not the aim of the N.L.L. to collect everything which has been published, the general policy of the library is to retain at least one copy of each publication it acquires. This policy is justified by the implicit responsibility the N.L.L. has for maintaining a collection available for loan and the fact that it has an extensive site. Exceptionally, some of the older material of historical interest received a gifts by the N.L.L. has been transferred to the Science Museum Library.

It is conceivable that, as publications become older, there will be less necessity for duplicates. However, this position has not arisen so far. One of the library stores ("C" Store) for instance contains only serial volumes published prior to 1960. Whilst the percentage of the requests received for material in this store is falling, the actual colume of requests for material in the store is increasing – it has doubled in the last five years.

V. SERVICES

28 **Loans Service**

The main purpose of the library is to supplement the internal resources of existing organisations by providing a rapid loan service to those on a list of approved borrowers. (At present they number 3,100). This list includes industrial firms, research organisations, universities, colleges, hospitals and public libraries, but not individuals. Only in exceptional circumstances are loans made to organisations outside the United Kingdom.

Approved borrowers are provided with loan request forms, supplied in pads of 50. To cover the average cost of postage of 50 loan requests, a charge (at present £3)* is made for each pad. Loan requests are also accepted by Telex.

Every effort is made to deal with all loan requests the day they are received, though Telex requests sent after 3 p.m. are unlikely to be handled until the following day. As far as possible, items are sent by letter post** to ensure the quickest delivery. Requests for publications not available at the N.L.L. are forwarded to the Science Museum Library when that library is likely to have them. At present the N.L.L. is providing about 85 per cent of all items requested from its own resources and the Science Museum Library an additional 3 per cent.

29 **The Photocopy Service**

This is available to organisations and individuals anywhere. About 60 per cent of the requests are despatched on the day of receipt.

Photocopies must be requested on special prepaid forms. The charge covers the production cost and the postage.

Normally, copies can be supplied as either full size Xerographic copy or as microfilm. A small amount of the N.L.L. stock is held in the form of microfiche and this can be supplied as full size copy or microfiche.

30 **Reading Room**

The library has a public Reading Room which is open without formality to visitors on Mondays to Fridays from 9 a.m. to 5 p.m. (excluding bank holidays) This contains a selection of reference books, abstract publications and other bibliographical tools.

*The price of 50 loan requests was subsequently increased to £4, see page 43.

**First-class post is now used for items weighing up to three pounds.

Visitors who know some of the publications they wish to consult are invited to give advance notice of their requirements. Regular visitors will be supplied with reading-room requisition forms for this purpose. Visitors from organisations on the list of approved borrowers can borrow items direct under a special sponsored borrowers' scheme. Photocopies can be supplied to readers during their visits.

31 Technical Information

The N.L.L. operates the policy that technical enquiries are best answered by specialist organisations in the field of the enquiry and, where necessary, will put enquirers in contact with the appropriate ones. The library will, however, also help specialist organisations with certain types of enquiries, particularly those about the literature in their spheres. It will also help visitors to the N.L.L. to use the guides to scientific literature.

As the library regards published abstracts and indexing publications as its subject catalogue, it provides special facilities to organisations that prepare them. It will, for instance, assist abstracting organisations to survey the literature in their fields, and will, in certain cases, organise the automatic circulation to them of less frequently used serials.

32 U.K. MEDLARS Service

The N.L.L. is responsible for operating the U.K. MEDLARS Service, an information retrieval service based on computer searching of the index of medical literature produced on magnetic tape by the National Library of Medicine in Washington. The N.L.L. edits the enquiries it receives into a form suitable for computer searches. The searching is done at present by the Computing Laboratory of the University of Newcastle-upon-Tyne. The average number of searches is about 35 per week.

The usefulness of the output has been found to depend very much on good communication between the user and the search editor. To promote this, the N.L.L. organises courses for medical librarians and research workers to explain the system of indexing. It has been found that searches proposed by users who have attended these courses are much more easily edited, and better suited to the MEDLARS system.

33 Disposal of surplus literature

The N.L.L. receives as gifts from other libraries on average about one ton of literature per week. This material is useful in extending and duplicating the N.L.L.'s collection. To facilitate this activity, the N.L.L. does not require any precise list of what is available and, as a result, receives some material (perhaps ten to fifteen tons per year) which is surplus to requirements. This material is offered to libraries in the U.K. which are maintained at public expense and a small amount is used for foreign exchanges. The bulk of it goes to new university or college libraries. In 1967, for instance, a five-ton container load was sent to the New University of Ulster and a further nine tons will be despatched as soon as this new university can accept it.

VI. PROMOTING THE USE OF LITERATURE

34 The N.L.L. makes special efforts to promote the use of the type of literature it collects, although not necessarily of the copies it holds. These efforts are primarily devoted to arranging courses, providing translating services and issuing publications.

35 Courses

It became clear from an experimental course for postgraduate students that many scientists had an inadequate knowledge of how to use scientific literature. To make a contribution to improving the position, the library organises regular courses on the use of scientific literature for academic staff, university library staff and others, including members of the staffs of the larger public libraries, and lecturers in library schools. The aim of these courses is to promote the development of courses in academic institutions on the use of the guides to the literature. Originally, these courses were limited to scientific literature, but with the extension of the library's activities into the social science field, experimental courses have been held for both academic staff and university library staff concerned with social sciences. In addition to the courses mentioned above, courses are also held for potential users of MEDLARS (see para. 32).

36 Translating Services

Besides collecting all available translations of Russian scientific literature, the library is responsible for arranging the translation of some Russian periodicals, books and articles. The translation and publication of translated editions of sixteen Russian periodicals is carried out by a series of contracts arranged by the N.L.L. with a number of organisations. The N.L.L. also arranges for translations of recent articles through a panel of translators qualified in various subject fields. Translations of important Russian books are also undertaken in consultation with, and sometimes in collaboration with commercial publishers. To promote the work in this field, the library issues the "N.L.L. Translations Bulletin".

37 **Publications**

Besides the "N.L.L. Translations Bulletin" which is issued monthly, the library issues a monthly "List of Books received from the U.S.S.R. and Translated Books" and a quarterly "Index of Conference Proceedings received by the N.L.L." The latter two publications are designed to give a wider circulation to the records which are made for the internal use of the library. The library also issues a monthly bulletin "British Research and Development Reports" which provides a guide to the U.K. report literature which is not published in the normal way.

The library maintains lists of the periodical titles it holds on punched cards for internal purposes. These cards were used to produce as a byproduct "Current Serials received by the N.L.L., March 1967". When it was published, this publication was the largest list of current serials in the world.

VII. ADEQUACY OF THE N.L.L.'s SERVICES

38 The question of to what extent the N.L.L.'s services are adequate can be approached in several ways. Users appear satisfied with the N.L.L.'s services, and sometimes say so. Some evidence of this type is assembled in paragraph 40. Possibly the simplest evidence from users on the subject of the N.L.L.'s adequacy is the rate of growth of demand (para. 39). Other evidence derived from the objective analysis of requests is summarised in paras. 48 and 49.

39 Since the N.L.L. became fully operational, the growth of loan demand on the library has been as follows:—

	Number of loan requests received	**Increase on previous year**	**% increase**
1963	216,988	–	–
1964	289,872	72,884	33.3
1965	375,616	85,744	29.6
1966	483,999	108,383	28.9
1967	591,496	107,497	22.2

The rate of growth of the loan demand on the Science Museum Library was as follows:-

	Number of loan requests	**% annual rate of increase**
1945	42,235)	– 11.3
1950	72,295)	
	)	– 6.8
1955	105,052)	

40 The general view of the library's main service is that it is operating successfully and meeting users' needs.

For instance, the Parry Committee reported that for periodicals:—

> "The N.L.L. has already met most needs in science and technology . . ." (para. 287)

and that:—

> "In science, medicine and technology, the N.L.L. attempts to achieve complete coverage and provides a rapid lending service. Its success suggested to the Heyworth Committee that a similar service should be provided for the social sciences. . ." (para. 291)

An editorial in "Nature" recently (p.420, vol. 216, Nov. 4th, 1967) described the N.L.L. as "operating successfully from Boston Spa in Yorkshire" and suggested that it "could serve as a model for two new national lending libraries for the social sciences and the humanities".

The views of users are illustrated by the following extract from the annual report of "Ladsirlac" (Liverpool and District Scientific, Industrial & Research Library Advisory Council):–

> "Of the literature supplied through the Postal Borrowing Service, approximately 85 per cent is loaned from the stock of the Liverpool City Libraries; if material requested is not in stock, an effort is made to borrow from any other organisation willing to lend. The biggest source of material loaned is the National Lending Library for Science and Technology, to whom 3,000 requests were sent by Telex, and who were able to supply 85 per cent of the material requested, and to usually despatch it on the day of receipt of the request. The speeding up of loans by the use of the Telex network is particularly apparent with the National Lending Library." (Page 7, "Ladsirlac" Annual Report 1966/7, 1967.)

41 The latter quotation provides what is probably a typical picture of the situation. A large organisation can meet 85 per cent of the requests it receives from its own resources and obtain about 85 per cent of the remainder from the N.L.L. So that the individual readers served by that organisation are obtaining about 97.75 per cent of their requirements fairly easily. The data available in the N.L.L. suggests that about one half of the remainder are subsequently obtained from other organisations. (See Appendix A).

It is clear that user satisfaction with a lending service is a complex integration of a number of factors. These include:–

(a) speed of service,

(b) readiness to take special trouble with a request in a difficult case,

(c) ability of a lending service to provide the item wanted,

(d) a relativity factor, e.g. unconscious comparison of the N.L.L.'s services with other services, or this year's N.L.L. service with last year's service.

42 **Need for speed**

There is little doubt from the information received in the N.L.L. that most users desire a rapid service. This is supported by the relatively faster growth of telex requests to the N.L.L. This is indicated in the following table:–

	Total loan requests received	Telex requests received	% of total requests on telex
1964	289,872	9,187	3.2
1965	375,616	20,060	5.3
1966	483,999	30,138	6.2
1967	591,496	45,477	7.7

A third telex machine has recently been installed and at present the number of telex loan requests received is running at 27 per cent more than in the corresponding period of 1967.

43 The speed of the N.L.L.'s service is probably the main reason for the rapid growth of demand. The target is to despatch the same day, loan requests received by 3.00 p.m. This target is not achieved for all requests, but it is achieved for the majority. As a rule, it is achieved for straightforward requests for items which are immediately available. The speed of the N.L.L.'s service has only been possible because most of the items requested can be issued without the need to consult any records.

44 There is a delay in satisfying some requests because about 10 per cent of the items held by the library are on loan when required. This figure tends to rise as the demand on the library increases. This tendency is counteracted by increasing the volume of duplicates acquired (at present two or more copies of about 1,600 current periodicals are purchased). The standard of not more than 10 per cent on loan when required was decided arbitrarily after considering the experiences of the Science Museum Library which used to have about 20 per cent on loan when required. The N.L.L.'s standard does not appear to have been the subject of any major criticism. Items on loan when required are specially recalled and waiting lists for small items are dispersed by providing photocopies in lieu of loans.

45 **Difficult Requests**

The problem of providing a rapid service for the majority of requests, but of taking special care with difficult requests, has been tackled by attempting to divert the more difficult requests out of the main issue system. However, a number of requests (about 20 per cent) are rectified in the stores by consulting the literature on the shelves. The procedure for dealing with periodical requests in the stores is set out on Charts 1 and 2 Appendix D attached.

46 The more difficult requests with inadequate references relate to:—

(a) Report literature — the N.L.L. has all the published indexes and some special indexes in the field.

(The procedure for dealing with requests is set out in Chart 3 Appendix D and a note about report literature is given in Appendix C.)

(b) Russian periodical literature in original and in translation — the N.L.L. maintains an index of translations (Chart 4 Appendix D).

(c) Conference Reports — the N.L.L. maintains and publishes a Conference Index which is the largest index of published conference reports in the world.

(The procedure is given in Chart 5 Appendix D and a special note about the collection is given in Appendix C.)

(d) Japanese literature — confusion arises between Japanese periodicals with English titles, English language editions of Japenese periodicals and free English language translations of Japanese periodical titles. The N.L.L. attempts to sort out this confusion with relating a request to literature on the shelves (Chart 6 Appendix D).

(e) Other serials than those covered above — the procedure is set out on Chart 7 Appendix D. About 3.2 per cent of requests related to publications expected but not arrived. The borrower is told when to re-apply. Where the reference is suspicious, the borrower is asked to check his referencing using the following form.

NATIONAL LENDING LIBRARY FOR SCIENCE AND TECHNOLOGY

We have done a normal stores check on your requisition..............................but we are unable to trace the item you require. Please see....................

(1) Unable to trace the title in NLL or World List. Title as quoted possibly incorrect.

(2) The volumes / years / parts do not fit the journal quoted...

....

(3) Unable to trace the author / title of article in the volume / part / year requested.

(4) Insufficient detail. Please quote

....

(5) ....

....

....

In addition to the specific points mentioned please

(a) Recheck the reference in the publication from which you obtained it and give us the full reference to the item you require together with the full reference of the source.

(b) If your source was not an abstract journal please now try to find a reference to the item you require in an abstract journal and if successful give us the full reference of the abstract.

....

....

....

....

Even if unable to check or amend the reference please return the requisition and this note to the NLL. We will then make a further search.

NLL/D/251 510Gp.3606(269973)004223.10M(P)5/68S(P&D)L LOANS DEPARTMENT

This is attached to about 3.6 per cent of requests.

47 The procedure for dealing with book requests (excluding Russian books) is set out in Chart 8 Appendix D. This chart shows how failures are used to guide selection and includes the procedure for notifying borrowers when books arrive. The procedure is, as a rule, simpler than for periodicals because:—

(a) titles are very rarely abbreviated, as they are for periodicals

and (b) the essential numerical element of a title is rarely more than the edition — the numerical element in a periodical reference is a major source of error.

48 Adequacy of the collection

Periodicals. The scientific literature collection of the N.L.L. is still improving. As far as current periodical literature is concerned defects mainly arise from the inherent difficulty of discovering new periodicals as soon as, or before, they are published, and accidents in the supply system. The latter vary considerably from clerical errors in agents' offices to postal mishaps, for example, the fire in the International Section of the New York Post Office in December 1967 destroyed a number of copies which were en route to the N.L.L.

The less recent the date of publication, the more likely the N.L.L.'s periodical collection is to be inadequate. However, due to gifts and some purchases from the secondhand dealers, the collection is continually improving. This effect is masked by a tendency for borrowers to request from the N.L.L. a wider range of older literature.

For recent periodical volumes, the following table indicates (e.g. by comparing the success factors for 1964 publications in the 1963/4 survey and for 1966 publications in the 1966 survey) that the main improvement has been by improving the collecting arrangements for current periodicals.

1963/4 Survey		1966 Survey	
Year of publ.	Success factor	Year of publ.	Success factor
1960	84.3%		
1961	86.1%	1963	92.4%
1962	90.2%	1964	93.9%
1963	91.5%	1965	95.5%
1964	89.7%	1966	96.1%

49 Books. The N.L.L. was able to make use of the experience of the Science Museum Library in planning the periodical collection. For books, however, the N.L.L. had to depend upon its own experience of what was required. It was only in the beginning of 1965 that it became clear that the selection level used was too high and it was then lowered. All requests for books published after 1959 which cannot be supplied have been used to guide the selection of books still in print. For books prior to 1963, the N.L.L. relies on the assistance of the Science Museum Library collection when it is unable to supply.

The following table gives the result of a May '68 survey of book requests:—

Date of publication	Total requests	% held by N.L.L.
Up to 1949	130	40
1950 – 59	378	58
1960	105	64
1961	124	78
1962	158	77
1963	192	79
1964	210	80
1965	265	79
1966	338	79
1967	581	71
1968	139	33
Not known*	495	26
TOTAL	3,115	62

*The figures here relate mainly to undated requests. The majority of the items held were on loan when required.

The failures include a number of requests for books which by no stretch of the imagination could be included within the definition of the present subject scope of the library. About 15 per cent of the requests for items dated 1963 – 1966 which were not available were in this out-of-scope category. About one-third of the remainder are in print and are ordered.

The table indicates that the collection is more adequate for publications dated 1961 to 1966. For earlier dates, the publications requested and not available are now mainly out of print. The low success rate for 1968 publications and the lower rate for "1967" publications compared with 1961 – 1966 is a reflection of the supply problem. Despite attempts to order books as soon as they are announced, the library receives a number of requests for books before copies have been supplied. In an effort to overcome this, the library is placing an increasing number of standing order with publishers. This may improve the supply position but it will not eliminate requests arriving before copies are available in the N.L.L. The reasons for this include the fact that for some books the effective publication date in the U.K. is after the publication date in the U.S. The N.L.L., for instance, is still receiving from standing orders with publishers, copies of books which were nominally published in 1967.

It is becoming generally appreciated that the N.L.L. book collection is becoming more adequate, for the number of books issued rose from 22,194 in 1966 to 28,994 in 1967, an increase of 31 per cent. At present, the number of book issues is running at about 50 per cent over last year's figure.

50 Social Science Periodicals. The N.L.L. is continuously reviewing the requests received to see what action can be taken to improve the collection and yet have some regard for the law of diminishing returns. These reviews are of two types:–

(a) reviews of specific failures,

(b) surveys of requests received and the analysis of the results by periodical title, subject, date, language and whether the library could supply, to see if particular categories need special attention.

(c) attempts to discover how requests originate.

At present, a special survey is in progress in the social science field.* The preliminary results indicate that the N.L.L. is at present able to supply 80 per cent of the items requested in this field. The position will improve because a number of back sets of periodicals frequently requested are on order.

51 Report literature and Conference Proceedings. "Report literature" and "conference proceedings" are two groups of literature to which the N.L.L. has given special attention. The supply arrangement for this literature is somewhat peculiar. Normal bibliographical guides do not cover this literature properly and many users, particularly academic users, are not familiar with the special guides which do. Finally, often the references the borrowers use in requesting this sort of literature from the N.L.L. are mutilated. As a result, it is sometimes thought that the N.L.L. is somewhat inadequate in these fields.

In fact, the N.L.L. has developed special collecting techniques. Its collection of report literature is more complete than any open collection anywhere in the world, and there is probably only one comparable collection in the world of conference proceedings for the "60's" – in the Library of Congress. Moreover, the N.L.L. takes special care (see para. 46) to rectify mutilated references. There is little doubt that the somewhat vague generalisations which are critical of the N.L.L.'s efforts in these fields arise from ignorance. Nevertheless, the whole topic is examined at some length in Appendix C. This appendix includes details of the special arrangements the N.L.L. is developing to provide a European service for atomic energy reports. This task was allocated to the N.L.L. because of the predominance of its collection in this field in Europe.

52 Comparisons with other services

Attempts to estimate the adequacy of the N.L.L.'s services by comparing the situation in the U.K. with what happens elsewhere are not very fruitful. In the U.S.A., for instance, the Library of Congress lends about 250,000 items per year and the National Library of Medicine satisfies about 150,000 external requests, mainly by providing photocopies for which it does not charge.

The total supply time is appreciably greater than in the U.K., partly because the distances in the U.S. are much greater and partly because the postal service in the U.S. is slower.

53 Another test which might be applied is the reputation of the N.L.L.'s overseas services. In considering this, it has to be remembered that for a variety of reasons the U.K. had a poor reputation for its international inter-library loan and photocopying services.

The tradition inherited by the N.L.L. from the Science Museum was that, whilst the library had an overseas photocopying service, it did not lend abroad, even to Eire. This position was maintained by the N.L.L. initially on the grounds that its first duty was to cater for the rapidly growing U.K. demand. However, within the last two years, the N.L.L.'s policy has altered,because it appeared that the volume of international demand was relatively small. Moreover, it appeared desirable that something should be done to improve the U.K.'s reputation in library circles abroad.

The library now lends at the request of the British Council offices in Europe. (These collect very little scientific literature for their libraries.) The N.L.L. also now lends to the Irish Central Library for Students in Dublin, which was found to be providing more items for the U.K. than Eire received from the U.K. These overseas services cause little interference with the normal services and are being extended experimentally in cases where the N.L.L.'s overseas photocopying service is inappropriate. This service is run in parallel with the service operated by the Science Museum but the procedure has been adjusted to meet international requirements.

The photocopying service was first announced abroad at the beginning of 1967. At present the demand amounts to over 15,000 items per year. It is increasing rapidly, the receipts in March and April 1968, for instance, were £2,020 compared with £310 for the same period in 1967. This rapid growth in demand is a recognition of the efficiency of the N.L.L.'s services. In this connection, it is interesting to record that the librarian of one

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*See Library Association Record, 1969, *71* (2), 39-40.

Australian university said he could obtain photocopies quicker from the N.L.L. than from other parts of Australia.

The following is an extract of a letter from the State Library in Pretoria. This letter was apparently sent as a result of an enquiry from another library in the U.K. about international loans.

> "A high percentage (61% of our "British" international loan requests) now go direct to N.L.L. at Boston Spa, as the bulk of this type of request is for photocopies from journals. Their service is extraordinarily quick – the photocopies usually reach us within two to three weeks. This is understandable, since they make no search beyond their own stocks. Also, they seem to have evolved procedures which allow work to be done with the minimum of delay."

The following is an extract from a letter from the Corning Glass Works in Corning, New York, U.S.A.:

> "We have used your photocopying services for some time and have been very pleased with your prompt and efficient service. At a recent regional meeting of librarians the question was raised as to what techniques were used by the National Lending Library in order to give such prompt replies to requests."

The answer to the question raised is that the N.L.L. has no special techniques beyond the fact that it attempts to deal with requests when they arrive and to put the photocopies into the post as soon as possible. In fact, the main photocopying equipment used – the Xerox Copyflo machine – is inherently slower than the other photocopying processes, as it involves batching delays whilst films are made and developed.* This equipment is used because the unit cost is less than for other photographic equipment.

54 Conclusions

The requirements of users (as distinct from their needs) are created to a great extent by what they have been used to. The N.L.L.'s service has little to fear from comparison with other services, but as the N.L.L. becomes a larger part of borrowers' experiences, it will be judged by its own standards and it must seek to improve its services if possible. However, the degree of completeness of the N.L.L. collection in science will improve, but slowly.

Because the main emphasis of users' requirements appears to be on speed, the N.L.L. has been preparing for a larger percentage of demand by telex. To facilitate this, it is attempting to develop a system to use the tape from a telex input to programme a tape typewriter to complete something similar to a normal loan form. In addition, the N.L.L. has been considering the possibilities of facsimile transmission. (See paras. 101 – 104.)

VIII. COST ANALYSIS

55 It is relatively easy to discover the cost of a library. It is difficult to assess its value, because there is no simple way of deciding the usefulness of information. All that can be simply measured on the output side is the number of issues.

With a library such as the N.L.L., which is intended to complement other libraries, it should be possible to compare the total cost of obtaining a publication from a library's own resources with the total cost of obtaining it from the N.L.L. But even here there are difficulties beyond the absence of cost data which are not usually recorded. No-one has evolved a method of assessing the value of having a publication when it is wanted and nobody is clear whether the cost of building up a library should be treated as capital expenditure or as a running cost. With the reservations implicit in this paragraph in mind, this section is devoted to the analysis of such expenditure data about the N.L.L.'s activities as is available.

56 N.L.L. Expenditure

The cost of the N.L.L. is borne partly on the vote of the Department of Education and Science and partly on the vote of other ministries. The latter expenditures include:

(a) the cost of buildings, furniture and building maintenance (Ministry of Public Building and Works),

(b) the cost of stationery and packing materials (H.M. Stationery Office),

(c) the cost of photographic equipment and photographic materials (H.M. Stationery Office),

and the actual costs of these items are not readily available. From the point of view that an organisation is most sensitive to its running costs if it is responsible for paying for them, this is an unfortunate feature of the present situation. From an administrative point of view it would be better if at least the costs of (b) and (c) were in the vote of the N.L.L. The position regarding the photographic service is most strange, for H.M.S.O. receives the direct proceeds of this service, although the labour costs and the postage costs are carried on the D.E.S. vote. Within the D.E.S., there are two sub-votes for the N.L.L. (one for general expenses and one for staff) and nearly all the N.L.L. expenditure is on these sub-votes, the main exception being some small amount relating to the cost of paying the monthly paid staff. This has been ignored.

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*The library now uses alternative equipment and photocopies are now being supplied as quickly as loans.

The direct N.L.L. expenditure for 1967/68 was as follows:–

Staff	£187,502*
Literature & binding	£264,315
Translating programme	£174,679
Miscellaneous (postage, telephones travelling, etc.)	£42,476

*includes S.E.T.

and the N.L.L. receipts were:

	Translating programme
Translating programme	£125,811
Other (mainly for loan forms)	£36,107

The N.L.L. pays the direct cost of all literature received and it also pays the cost of literature provided for exchange purposes. No binding is done within the N.L.L. The division of the expenditure on literature and binding (excluding staff costs) was as follows:

Direct purchase of literature for the N.L.L.	£225,188
Purchase of literature for exchange purposes.	£9,028
Cost of binding	£30,099

57 Expenditure & Issues.

A summary of the available data for 1963/64 to 1967/68 is as follows:–

		1963/64	1964/5	1965/6	1966/7	1967/8
A	Literature & Binding	134,130	133,906	171,270	209,423	264,315
B	Total staff costs (including S.E.T.)	100,059	119,448	134,368	161,463	187,502
C	Total direct net N.L.L. expenditure (excluding translation costs)	244,947	255,169	309,723	377,903	458,187
D	Number of issues (loans & photocopies)	187,593	257,292	336,157	435,750	536,132
A/D	(annual literature cost/issue)	0.715	0.52	0.51	0.481	0.493
B/D	(total staff cost/issue)	0.53	0.46	0.40	0.37	0.35
C/D	(total direct expenditure per issue)	1.31	0.99	0.92	0.867	0.855

58 Relevance of unit costs

The general policy of the N.L.L. has been to try and achieve the lowest overall cost consistent with providing an improving service. It is considered, for instance, that it would be unsound to increase the staff costs on selection or ordering in order to achieve some smaller economy in the cost of the literature purchased. The aim in selecting has been to obtain such literature as may be requested, recognising that the staff costs for a failure are greater than those for a success, but also recognising that, as the collection approaches comprehensiveness, the law of diminishing returns operates somewhat viciously.

Thus changes in the total unit cost per issue is relevant as an index of the extent to which the library is carrying out its policy, whilst changes in the unit cost of literature per issue could indicate if the library has become unrealistic in seeking to achieve comprehensiveness. Theoretically, there is a case for considering the cost of literature as a capital expenditure, but treating the cost of literature as an annual expenditure produces an index which is more sensitive to a change of purchasing policy.

59 Unit costs

Treating the annual expenditure on literature and binding as a running cost, the unit cost of literature and binding per issue has been falling, except for 1967/68, despite the increases in the price levels. The unit cost for 1967/68 shows an increase of 2½ per cent. This is less than the special increase in expenditure due to devaluation (about 6 per cent in 1967/68) or the increase in the purchase of second-hand material due to the development of a social science collection (about 3½ per cent in 1967/68).

Treating literature and binding as a capital expenditure, the capital cost per issue is falling, as the initial "stock" in 1963 must have exceeded £1,000,000.

The total staff cost per issue is continuing to fall (despite increases in salaries and S.E.T.) This has happened although the staff expenditure on services such as MEDLARS and courses is increasing.

This analysis of the N.L.L.'s overall unit costs suggests that even at actual prices they may continue to fall as the volume of the activities increases, despite the fact that the success factor is increasing and the library is catering for a wider range of literature.

It is difficult to compare the cost of the N.L.L. lending a publication with the cost incurred on other interlibrary loans services. No precise figures for the latter are available. However, the Parry Report (para 86) states:—

"It is likely that the average cost of a university interlibrary loan, even excluding the cost of the item lent, is about £1."

60 Cost of different functions

The overall unit costs have the advantage that they can be calculated without making the arbitrary decisions which are necessary if the staff costs are divided up by functions. These decisions are very arbitrary in the N.L.L. because of the way it is organised. Besides the difficulty which would occur in any organisation of dividing up the time of senior staff between the different functions, it is difficult in the N.L.L. to allocate the time of junior staff to different functions because, for instance:—

(a) the different functions are not thought of separately — thus selection is mixed up with issuing, because the review of apparent failures may lead either to issuing or selection activity.

(b) recording and issuing are deliberately linked, so that the same staff carry out both functions. This ensures that the staff do not become pedantic about recording, but that their experience is directly used.

(c) shelving new material and issuing and reshelving is carried out by the same individuals.

Nevertheless an attempt to divide up the staff salary bill has been made with the following results:—

A	Cost of selecting publications and inserting them in the collection	26.4%
B	Cost of providing loan and photocopying services	40.3%
C	Cost of other services	16.3%
D	Cost of maintaining organisation (e.g. paying staff, cleaning, night patrols, etc.)	16.9%

The division was made of all the staff in post on March 1st as indicated on the organisation chart (Chart 9 Appendix D).

These figures must be used with extreme caution. They would not be relevant, for instance, in estimating the cost of an increasing volume of activities or in estimating the cost of collecting a wider range of literature.

61 Direct costs

The direct costs of labour, materials and depreciation of any special equipment has been found to be a more useful concept than others in deciding operational questions. This concept has been used, for instance, to help to decide selection procedures and when to supply photocopies instead of lending.

The analysis of the latter problem is as follows:—

Whether a request is satisfied by a photocopy or a loan, it is necessary to locate a publication, remove it from its shelf and ultimately to return it to its shelf.

For a loan, the following extra expenditure occurs:–

(a) The publication has to be packed and posted.

(b) A percentage of publications have to be recalled because they are overdue or required by other borrowers.

(c) Return loans have to be unpacked.

(d) A percentage of requests have to be put on to waiting lists, the would-be borrowers notified and the publication specially recalled.

(e) Extra copies of some periodicals have to be purchased. (This applies almost exclusively to current periodicals, which are kept as separate parts, very few of which are expensive to post.)

For a photocopy the extra expenditure arises in making the photocopy, packing it and despatching it.

The cost of this is about 2/6d. for an article of 1 to 10 pages and about 4/6d. for an article of 11 to 20 pages, if no half tones are required.

Prior to April 1st, 1968 (when the postage charges to the N.L.L. changed appreciably) the cost of items (a) to (d) was on average 1/6d. However, for items of 3 lbs. or over, the parcel post charge alone is 5/1d. and for these the normal procedure is to provide photocopies instead of lending where the borrower required 20 or less pages and half tones are not involved. For other items it was cheaper to lend and obtain duplicates where necessary.

Since April 1st, 1968, the postal charge for one category of material sent by letter post (mainly items weighing 2 – 3 lbs.) has increased from 1/5d. to 4/3d. For these, photocopies of articles of up to 20 pages are supplied in lieu of lending as far as the photocopying capacity permits. The problem of providing photocopies in lieu of lending is further considered in paras 73 – 77.

62 Charges to users

The charge made to users of the lending service is related to the U.K. tradition that a user should be able to consult a publication in a reference library without charge. The charge made to brorrowers is £3* for a pad of 50 forms, but no refund is made when the N.L.L. is unable to supply. This charge was originally intended to cover the cost of postage, but is now intended to cover also the cost of providing photocopies in lieu of loans. The charge for loan forms has been unchanged since 1962. The increase in postal charges has been counterbalanced to some extent by a decrease in the average weight of items lent, as the percentage of unbound items in the library has increased.

However, the charge for loan forms will be increased shortly to cover the recent increase in postal charges to the N.L.L. and the increases to take place later this year.

The charge for photocopy forms for use in the U.K. is £10 per pad of 50 forms. Within the N.L.L. each form is valid for an item to up to 10 pages, (unlike the lending service, photocopy requests for items not available are refunded.) The same forms cover the photocopying service of the Science Museum Library and the N.L.L. and the price is fixed to cover the average costs in the two libraries, though the amount of photocopying work which each library will do for one form varies slightly.

63 The economic advantages of having an N.L.L.

The N.L.L., besides ensuring that material is available for loan when required, has some direct economic value in:–

(a) making it unnecessary for other libraries to purchase, record and store material which will be little used,

(b) making it unnecessary for other libraries to continue to store material after it has passed its use peak.

Little quantitative evidence is available about (a) except that the average size of a special library does not appear to be growing, but the volume of material which is offered to the N.L.L. each year is some evidence of the volume of (b). This material comes mainly from special libraries. Whilst these libraries do not appear to be using any precise formula for deciding when to dispose of older material, they do appear to be working on the basis that they can aboid extending the size of their libraries by disposing of the less used older material. The saving in building costs is probably appreciably greater than the N.L.L.'s building costs.

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*The price of 50 loan requests was subsequently increased to £4, see page 43.

The economic advantages of centralised supply can be illustrated in the field of atomic energy reports. Twelve of the larger public libraries used to maintain collections of these reports. The number has decreased to six, because the N.L.L.'s service in this field is available. The following extract from a letter dated 20.5.68 from the City Librarian of Newcastle illustrates what is happening:—

> "The use made of these [U.S. Atomic Energy] reports in our library has been small and is declining and the same is even more true for the reports of other foreign countries. The main reason for this decline seems to be that our former chief users are now dealing with you direct. Therefore there seems little point in us continuing to receive the lightly used reports of other foreign countries, and we are proposing to write to the Atomic Energy Authorities of the countries concerned to discontinue sending their reports."

64 General Considerations

Inter-library lending as an organised activity for worthwhile literature has developed in the last fifty years from a subsidiary activity of some libraries to the major activity of the N.L.L. There is little doubt that it is altering the historic relationship of readers and libraries, and the volume of inter-library lending is likely to continue to increase. This tendency is in line with the overall economic consideration that, unless he lives locally, it is cheaper to move the book to the reader than the reader to the book.

This conclusion might well be supported by a consideration of the economics of the supplying libraries. A lending library, compared with a reference library, is able to have a lower cost recording system, to avoid the extra cost of dealing with requests in small groups (or alternatively the extra cost of providing more space for "open" access) and to avoid the cost of providing a large reading room space on an expensive site.

IX. FUTURE POSSIBILITIES

65 Introduction

The annual output of literature with which the N.L.L. is now concerned is growing, and the demand on the library is growing more rapidly. The question inevitably arises whether the library will be able to continue to handle this increase in the volume of its activities efficiently and if so, whether it could also develop new services. This raises the further question whether this would be the best way of maintaining existing services and catering for whatever new services are required. Inevitably these questions are linked to the question of how the development of new techniques will affect both the requirements for new services and the means of realising them.

In considering the future development of the national library system, the N.L.L. starts with considerable natural advantages. It is sited in an area which was chosen because it was a suitable centre for providing a postal service for all parts of the United Kingdom. The location of the N.L.L. is, in fact, not far away from the "ideal" centre for providing a facsimile transmission service for the major conurbations in the U.K. Moreover, unlike the majority of libraries, the N.L.L. has space for considerable physical expansion.

However, the main feature of the N.L.L. which should be borne in mind in considering future developments is its experimental approach to library problems. This is of special importance at the present time when the problem facing libraries is not only to catch up with the techniques of the industrial revolution, but also to apply the fruits of the scientific revolution.

In its brief history, the N.L.L. has collected a great deal of information which may be relevant to the consideration of future library problems. It is somewhat difficult to select the information which may be of interest to the Committee, so this section attempts to summarise the information available in relation to specific questions which may arise. Fuller data supporting the statements made is usually available.

66 Can the N.L.L. continue to provide its existing services efficiently as the volume of its activities continues to increase?

One of the basic questions which arise in considering future requirements relates to the magnitude of the existing and future interlibrary loan demand, both in the scientific field and outside it. This demand and its distribution will depend partly upon the services available and the future development of local resources in the light of these services. It is likely to continue to increase because of the basic economic consideration that is cheaper to move books to the reader than the reader to the books.

The total interlibrary loan picture contains four elements:—

A loans through the regional bureaux scheme,

B loans through the N.C.L.,

C loans from the N.L.L.,

D loans direct between other libraries.

The magnitudes of the first three elements are know, but the fourth can only be guessed. Within the N.L.L.'s field, there is a tendency for requests to be diverted from "direct loans" to the N.L.L. Demand on the first three elements of the system is increasing and the share of the total satisfied by the N.L.L. is also increasing (57 per cent in 1966/7 compared with 40 per cent in 1963/4). Whilst the activities of the first three elements of the system do overlap to some extent, it is unrealistic to imagine that they are primarily in competition with each other.

The regional bureaux receive the majority of their requests from public libraries. The greater part of the requests received by regional bureaux are for English language books,* and the majority of these are of a lower level than the N.L.L. at present collects. The major part of the demand on the N.C.L. (about 66 per cent) is for books and of the total demand on the N.C.L. 72 per cent is for material in the humanities and social sciences. About 90 per cent of the requests received by the N.L.L. are for items in the sciences and also about 90 per cent of the requests received by the N.L.L. are for periodicals.

67 There is a small transfer to requests between the three elements A., B. and C. The N.L.L. receives a very small quantity of its requests (appreciably less than 1 per cent) from the N.C.L. About 3 per cent of the requests originally sent to the N.L.L. eventually reach the N.C.L. The majority of the N.L.L. failures which are subsequently satisfied are satisfied by "direct" loans. (See Apppendix A.)

The N.C.L. is apparently receiving some requests in the N.L.L.'s field which have not been sent to the N.L.L. These amount to about half the requests the N.C.L. receives in the scientific field. However, the diversion of these requests to the N.L.L. initially would only increase the demand on the N.L.L. by about 3 per cent.

68 An attempt was made during the early planning stages to estimate the future demand on the N.L.L., but no reliable method was evolved for doing this. The problem of estimating the demand in 1968 has only been tackled by extrapolation from the data given in para. 39, recognising that this approach must inevitably be unreliable. A particular factor, for instance, which may affect the demand on the N.L.L. by the end of 1968 is the result of devaluation on the buying policy of other libraries. This can only be guessed.

69 It is known that the following factors are affecting the demand on the N.L.L. in the field of science and technology:–

1 The growth in scientific manpower,

2 The growth in the development of bibliographical tools,

3 The increased availability of bibliographical tools,

4 An increase in the knowledge of how to use bibliographical tools,

5 A growth in the confidence that the N.L.L. may be able to provide quickly what is not available locally,

6 A tendency for other libraries to dispose of, or not acquire, little used material and to rely on the N.L.L. for this material.

7 Increase in the number of borrowers.

Only the first factor is known with any accuracy. It is about 5 per cent per year and the annual rate of increase of demand should exceed this figure. The increase in the number of organisations which borrow from the N.L.L. is not a major factor in increasing the total demand. Direct publicity for the N.L.L.'s services revealed very few organisations which could have been using the N.L.L.'s services and were not. The number of organisations which borrow from the N.L.L. is increasing, but these new borrowers are generally organisations which have just developed to the point at which they make use of the N.L.L.'s services. As a result, the total volume of demand from new borrowers is small.

70 The other factors have been at work for some time. It thus appears that, even in the science and technology field, there are so many unknown factors that it is impossible to make a reliable estimate of the future demand. In the absence of any dramatic change in the external situation, the demand/time curve should be fairly smooth and permit some extrapolation. However, a change, such as devaluation, might increase the demand on the N.L.L. more than extrapolation mught suggest.

71 The growth of demand on a lending library affects it in the following ways:–

A Additional space is required for packing and unpacking. However, only a small percentage of the total space is devoted to this activity at the N.L.L.

B Additional operating staff are required – about seven per hundred thousand requests per year.

C Additional copies are required of a small percentage of the stock – at present about 5 per cent of the items received by the N.L.L. are obtained in more than single copies.

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*(In a recent survey of the N.W. Regional Bureau carried out by the N.L.L., it was found that 86 per cent of the requests handled were for English language books.)

Thus, fortunately, the effects of increase in demand on accommodation requirements of a lending library are only of a secondary nature.

72 If the accommodation requirements can be met, the question arises whether the organisation is adequate.

The N.L.L. is apparently already providing more items on inter-library loan than any other library in the world. The evidence about unit costs (paras. 54 to 59) however, gives a general support to the view that the N.L.L., as at present organised, is nowhere near its optimum size. An increasing volume of lending will require more operational staff and greater duplication. There appears to be adequate space for the former, and the techniques of deciding when to duplicate (paras. 16 and 44) appear to work. A special review of the issue procedures suggested that a larger volume of demand might produce difficulties in collating returned publications with the loan records. This review resulted in the introduction of a new procedure which eliminated a specific loan record, except on the shelf, for about 80 per cent of the issues, made the recall system more efficient, and reduced the manpower requirements. Now that the procedure permits decentralisation of the issue records, there appears to be no practical limit to the volume of loan demand the procedures could handle They are certainly capable of handling several millions of issues per year.

73 **Should the N.L.L. seek to provide a higher percentage of photocopies instead of actual loans?**

The answer to this question appears to be a qualified "yes".

From an economic point of view, a consideration of borrowers' true costs should produce a higher percentage of requests for photocopies rather than for loans (particularly for items of up to ten pages) than in fact obtains. At present the N.L.L. loan forms cost the borrower about 1/4d. per item supplied.* The borrower's costs of returning a publication will depend a great deal on how the packing activity is organised, but it is likely to be greater than 1/4d. In addition, the borrowing library has to secure the return of the publication from the actual reader and in an unknown percentage of cases the borrowing library makes a photocopy of the items supplied. A request to the N.L.L. for a photocopy of an item of up to ten pages only costs 4/–.

It appears that the N.L.L. does not receive a higher percentage of photocopying requests because borrowers are not really cost conscious. In addition, because of extra processes, the photocopying service is marginally slower than the lending services and users are very concerned about speed. A recent survey showed than in only 23 per cent of loan requests is there clear evidence that the borrower knows the length of the article and that it would be not more than ten pages. Contrary to what might be thought, some users undoubtedly prefer originals, partly because they are easier to handle, partly because they are better where half tones are involved and partly because they may contain other items of interest. A scheme has been prepared which is designed to promote more photocopy requests for small items by increasing the costs of loan requests and using a combined loan and photocopy request form. This scheme would, however, increase the number of staff required by the N.L.L., so it has been placed in cold storage for the time being, because of the recent overall limits on the number of Civil Servants.

74 From the N.L.L.'s point of view, the supply of a photocopy in lieu of lending cuts postage costs, decreases waiting list costs and decreases the need for duplicates. However, it increases the labour and photographic material costs. At present (see para. 61) the average extra cost of supplying a photocopy in lieu of lending (if no half tones are required) is about 1/2d. for an item of up to 10 pages and 3/2d. for an item of 11 to 20 pages. In consequence, it has been the policy of the N.L.L. for some time to supply photocopies of items up to 20 pages contained in volumes weighing over 3 lbs. The parcel post cost to the N.L.L. for these volumes is 5/1d.

Due to increases in the postage rates paid by the N.L.L. since April 1st, 1968, this policy has been extended to volumes weighing over 2 lbs. as far as the labour capacity permits. The problem here is that the supply of photocopies in lieu of lending involves extra manpower.

75 About half the loan requests received by the N.L.L. are found at the N.L.L. to be identifiable articles of up to 10 pages. The extra cost of providing photocopies of these in lieu of lending, in addition to those to which para. 74 refers, would average about 1/2d. per item. The effect of such a policy on periodicals for which only single copies are held would be to cut down the percentage on loan when required. This would cut down the delay in supplying these items. (this would affect about 5 per cent of the requests.) The consequential small decrease in the average time taken to supply these photocopies instead of loans (approximately ⅓ day) would be about counterbalanced by the extra time on average taken to make and despatch photocopies. The extra cost of making photocopies would not be justified by a better service.

76 For periodicals for which two or more copies are purchased, the possibility arises that it would be more economic to do more photocopying and buy less copies. The position for each periodical depends upon the number of requests, frequency, article size and annual subscription. The position for a monthly publication using typical figures is set out in the following table. It will be seen that for a periodical for which the annual subscription is £10 (the average annual subscription is about £5) it would be cheaper to duplicate rather than provide photocopies in lieu of lending.

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*see Addendum

Average demand for 1st year after publication	No. of copies purchased on existing criteria	Estimated total number of requests for volume in life	Extra cost of photocopying in £s assuming all requests are for items of less than 20 pages each and half tones are not involved
5	1	25	2.1
10	1	50	4.2
20	1	100	8.3
30	2	150	12.5
40	2	200	16.7
60	2	300	25
80	2	400	33.3
100	2	500	41.7
150	3	750	62.5
200	3	1,000	83.3

In general, the cost of extra copies per item issued falls as the demand increases, so that for every periodical there is a demand limit above which it will be more economic to duplicate and lend rather than photocopy. These limits would change as the cost of photocopies and of subscriptions change. The rate of increase of demand is greater in general than the rate of increase of subscriptions, so the list of periodicals which should be duplicated rather than photocopied would be continuously changing. Thus the administrative cost of operating such a policy would be high. As a result the N.L.L. approach to this problem is somewhat tentative. Its aim is to provide photocopies in lieu of loans for periodicals with abnormally high subscriptions and small articles where the demand is approaching but has not reached the lower limit for an extra copy. By the time the demand has reached the point where an extra copy is desirable it is generally cheaper to purchase an extra copy and lend that to provide photocopies.

77 It is clear that it is essential to maintain a lending collection of periodicals because many of the loan requests the N.L.L. receives even in the periodical field, are for complete parts or volumes. Sometimes this is because the borrower has an inadequate reference and sometimes it is because he wishes to see a whole publication.

It is also clear that the wholesale provision of photocopies of small articles in lieu of loans, would provide a marginally slower service for most of the requests, eliminate the serendipity factor arising from the circulation of parts of periodicals not normally seen by readers and increase the manpower requirements and operating costs.

78 Should the N.L.L. collect lower level science books?

[This question was formulated during the drafting of this paper, The date collected was conclusive, and the N.L.L. policy has been changed.]

Until very recently, the N.L.L. attempted to collect the books required by the practitioners of science but not the undergraduate. The difference between these two categories is partly fictitious. However, the degree of duplication maintained by the N.L.L. is not at present sufficient to deal with the undergraduate demand, and the N.L.L. relies on university and college librarians not to pass on loan requests for books of which insufficient copies are held by their libraries. As far as public libraries are concerned, the N.L.L. has asked that requests for English language books should be routed via the Regional Bureaux.

79 It is not clear whether these limitations on the N.L.L.'s book service will, in fact, remain effective or indeed whether they should be maintained. The possibility that the N.L.L. should provide a special service for the Open University will no doubt be considered.

A parallel problem relates to the supply of extra copies of books for other university courses. This problem arises where a university course requires the availability of a number of copies of a book for a small part of a session. The question whether these copies could usefully be made available from a central loan collection cannot at present be considered because insufficient data is available.

80 A special survey (see para. 49) has recently been made of the use of the N.L.L.'s English language book collection. It was found that the intensity of use (i.e. use per 100 volumes) of the lower level books the N.L.L. was collecting was about half that of the others, but this may be more due to the prevailing ideas as to what the N.L.L. was collecting than to read needs. However, it is clear that it is almost impossible to operate a level cut-off if selection is made from lists. This is one of the two possible ways of cutting down the period between publication and the receipt of copies. The other way to receive early delivery is to rely on blanket orders and selection by publishers but this would require an easily definable level. Since the data from the book survey (para. 49) became available, it has been decided that the correct policy in view of the acquisition delays was to lower the selection level to include nearly all books within the N.L.L.'s field which are not obviously school textbooks or childrens' books.

81 As the type of book which will be added to the N.L.L.'s collection by this change of policy is not, as a rule, expensive, the total increase of cost of this change will not be very great (about £2,000 per year). This change, however, will enable the library system to rely more on the N.L.L. for retaining a loanable collection of all the English language books within its field which are likely to be requested.

82 **What would be the effect on the N.L.L.'s existing services if it was decided that the collections of the British Museum should be available for loan?**

The fears which are common about the dangers of lending, the absence of any comprehensive analysis of the use of the B.M., the need to create new procedures and the B.M.'s existing accommodation difficulties would mean in practice that the question of the volume of loans to be permitted from the British Museum could only be approached experimentally. It is clear that lending from a reference collection has to be organised so that it does not interfere seriously with the reference function. This means in practice both that the total volume of lending is subject to some limitation and that the lending of particular groups of literature may need to be restricted if they are heavily used.

The N.L.L. has borne these principles in mind in developing its arrangements with the Science Museum Library. At present about 12,000 times per year not held by the N.L.L. are lent by the Science Museum at the request of the N.L.L. This volume of demand does not appear to cause the Science Museum any embarrassment. It is probable that the scientific collections of the B.M. could lend at least this number of items without embarrassment. However, it is also probable that the B.M. collection would not be able to satisfy this number of items not held by the N.L.L. or the Science Museum, so that such an arrangement is unlikely to cause any embarrassment to the British Museum.

The question of what would be the effects both on the B.M.'s reference service and the N.L.L.'s service of the N.L.L. relying solely on the British Museum collection for a back-up service in science and technology cannot be answered from the information at present available. It would appear best to approach this problem experimentally using the B.M.'s resources initially as a supplementary back-up service.

> [In considering this question it has been assumed that the Science Museum would continue to provide a back-up service for the N.L.L. If the suggestion that this back-up service should be terminated is being seriously considered, the N.L.L. would like an opportunity of providing a further report on this question.]

83 **Should the N.L.L. expand its periodical collection to cover periodicals in the humanities?**

The idea that the N.L.L. periodical collection should be extended to cover the humanities is now quite common in library circles. From outside the N.L.L. the idea has arisen for a number of reasons. The general reluctance of other libraries to lend periodicals: the success of the N.L.L.'s services for scientific periodicals: the users' difficulties of deciding when to expect the N.L.L. to have a periodical.

The possibility of using other collections of periodicals to meet any substantial inter-library loan demand is not high because:–

(a) other libraries bind a great deal of the periodical material they collect and bound volumes are unsuitable for lending,

(b) a photocopy service is not the complete answer to providing a service for remote users in the periodical field (see para. 73)

The alternative possibility of having two central loan collections for periodicals would produce either a degree of underlap or overlap between the two collections, or necessitate appreciable effort to "co-ordinate" the two collections. This would probably delay the acquisition of new periodicals and almost certainly leave the potential user uncertain where to apply for them.

84 From the N.L.L.'s point of view, the extension of the periodical collection to cover all subject fields would be a logical move. At present the N.L.L. endeavours to collect all worthwhile periodicals which contain some material in the sciences or the social sciences. Because of the diffuse subject boundaries of periodicals, the N.L.L. already receives some material in other subject fields, but is failing to collect all periodicals with material in the sciences or social sciences. It is also clear that potential users of the N.L.L.'s periodical collection are not using it fully, because they have different interpretations of the terms "sciences" and "social sciences" to those used in the N.L.L. It was, for instance, discovered when investigating social science requirements that many librarians were not aware that the N.L.L. already held an appreciable number of periodicals in the geographical, anthropological and psychological fields.

85 The extension of the N.L.L.'s scope to cover all worthwhile periodicals would simplify the N.L.L.'s problem of trying to make known what periodical is likely to be held by the N.L.L. It would also eliminate some of the difficulties in the N.L.L.'s selection work by trying to work on vague subject boundaries.

The N.L.L.'s experience with social science serials would suggest:–

(a) that the current periodicals required are mainly those covered by abstracting and indexing publications,

(b) that suitable back sets of the more important periodicals will usually be available,

(c) that there are not likely to be above 5,000 additional current periodicals to collect (this would increase the number of current periodicals in the N.L.L. from 30,000 to 35,000),

(d) that the additional annual expenditure on current publications would be about £20,000,

(e) that the initial annual cost of the suitable secondhand sets available is likely to be not more than £15,000 and that this expenditure would fall as the collection is built up,

(f) that the N.L.L. would have a useful collection of humanities periodicals two years after starting to collect them. (It was found that two years after starting to collect social science periodicals, the N.L.L. was supplying over 80 per cent of the items requested from periodicals primarily concerned with the social sciences.)

86 Should the N.L.L.'s activities be limited to periodicals?

The idea that the N.L.L.'s activities should be limited to periodicals is sometimes expressed. It is based on a number of misapprehensions which have arisen for apparently sound reasons. It is undoubtably true that, as far as scientific literature is concerned, the N.L.L.'s services have made a more dramatic change in the situation with regard to periodicals than with regard to books. This has been partly due to the prevailing habit of binding periodicals into large volumes which are unsuitable for interlibrary lending, and partly due to a greater reluctance to lend periodicals rather than books. In addition, in the scientific field, the service provided by the N.L.L. for books has been of secondary importance to that provided for periodicals because:

(a) books are of secondary importance in the sciences,

(b) the N.L.L. has not received many sizeable useful gifts of older books,

(c) of the difficulties of deciding what level of books was required (see paras. 20, 79, and 80),

(d) the situation with regard to the supply of books from publishers is less satisfactory than for periodicals,

(e) the problem of estimating the number of copies required is more difficult for books than for periodicals.

The first three reasons given above are of a historical nature and no longer apply to the general problem. The delays in obtaining copies of books, for instance in the supply of English language books from the U.S. are related to the distribution arrangements and would apply to any library.The problem of estimating the number of copies required of a book on publication would also arise for any library. (The N.L.L. is probably one of the very few libraries which attempts to attack this problem by regression analysis.) In fact, this problem is much worse for scientific books than for books in other fields because there is a greater concentration on recent publications in the scientific field.

The positive reasons for including books in the N.L.L.'s collection are:

(a) The N.L.L.'s procedures are more economical than those of other libraries, both for ordering and recording books. The savings due to the use of the N.L.L.'s procedures are relatively greater for books than for periodicals because the N.L.L. still has to record every part of a periodical received.

(b) The difference between a book and periodical cannot be simply defined and ccannot be simply defined and cannot be obvious to users. For instance, within the N.L.L. monographs in series are treated as "periodicals" but many regard them as "books".

87 To what extent should there be a central loan collection for books in the humanities?

At the present time the N.C.L. receives about 50,000 requests per year for books in the humanities and is able to supply about 20 per cent of these from its own collection. For the rest, the supply using "union catalogues" and "speculative searches" is slow and uncertain. There is no doubt that supply from a central collection available for loan would provide a better service. However the question arises whether there is a requirement for a separate loan collection and, if so, to what extent it would be feasible to create such a collection.

88 The annual demand the N.C.L. receives for books in the humanities can be divided up approximately as follows:–

Date	– 1899	1900-49	1950-59	1960-
Language				
British	7,000	12,700	2,800	2,000
Other English Language	400	4,500	2,900	4,200
Others	2,400	6,200	2,200	2,500
TOTAL	9,800	23,400	7,900	8,700

These figures indicate that the main problem for British books relates to publications prior to 1950. For other English language books a good percentage are of a more recent date. For foreign language books the emphasis is on the pre 1950 books. Moreover, the total demand for foreign language books (considering the output) is relatively small. Undoubtedly, with a better service, the demand would grow but, for reasons which are set out in para. 97, it is likely that this rate of growth would not be as rapid as it has been in the sciences.

89 The experience of the N.L.L. suggests that, whilst an appreciable part of the 1950–59 publications may still be in print, it will now only be possible to build up fairly comprehensive collection of publications from 1960 by purchasing new copies. In consequence, unless it is possible to acquire a substantial existing collection, it would appear that it is only practicable to build up a reliable loan collection of English language books (and any appreciable used but limited categories of foreign books which can be discovered) from 1960 and to rely on existing collections to provide a lending service for the remainder.

This latter service would be substantially improved compared with the present one, if lending was primarily the responsibility of a limited number of large libraries which had a positive obligation to lend (e.g. as the Science Museum Library does at present for the N.L.L. requests). This view is based on the observation that, for the majority of libraries which take part in inter-library lending schemes, the demand on a library is so small that the work of dealing with the requests is difficult to organise and is usually not organised efficiently or economically. It is probable that a minimum of something of the order of 10,000 inter-library loan issues per year is needed to make an efficient service possible.

90 This situation would be achieved to a great extent if, for instance, the responsibilities for the main back-up service for a central loan collection of books in the humanities (as visualised in para. 89) were divided as follows:–

(a) National Library of Scotland
National Library of Wales

British books

(This might be organised so that Scotland lent books of special interest to Wales and vice versa.)

(b) British Museum Library

Other English language books
Foreign language books.

The effect of this allocation of responsibilities on the reference services of the libraries concerned cannot be estimated accurately from the evidence available. However, the Science Museum Library's experience can provide a guide to the probable effect.

The Science Museum Library had serious trouble with items being on loan when required when it was lending about 50,000 items per year. The trouble in the scientific field arose mainly because the major part of the demand was concentrated on a small section of the recent publications in the English language.

91 The position in the humanities would be different if the suggested allocation of responsibility was adopted because:–

(a) the demand on any library would be less than the demand on the Science Museum Library used to be,

(b) the number of items in the collection in the loanable zones would be greater than the Science Museum held.

(c) the items for which there are likely to be the greatest demand – the more recent English language items for instance – would be provided by the central loan collection.

(d) the scatter of demand is much greater in the humanities than in the sciences.

It thus appears likely that on the existing volume of demand the effect on the back-up services is not likely to be serious. The likely change in the volume of demand in the humanities is considered in para. 97. Undoubtedly the factors in the situation cannot be known accurately, but the development of the proposed back-up services could be approached gradually and experimentally to see how far they are practicable. The experience in the scientific field is that, after the N.L.L. was able to take the full initial strain, the number of issues from the Science Museum's back-up service began to fall despite the growth of demand on the N.L.L.

The problem of what to do about union catalogues is considered in paras. 94–96.

92 Is it better to have one national loan centre rather than two?

From the point of view of users, the existing dichotomy between the National Central Library and the N.L.L. is a source of confusion. There appears to be no way of defining the responsibilities of the two organisations in such a way that this confusion is eliminated. There are obvious difficulties of defining the functions in terms of subjects catered for and such a definition would become more and more meaningless as inter- disciplinary studies multiplied. Owing to the diffuse subject boundaries of periodicals, it is not sensible to have any subject limitations on a central loan periodical collection and it is clear that it would be difficult to define subject boundaries even for books. In addition, it has to be recognised that there is no definition of book which is universally accepted.

In considering this matter, it should be appreciated that the destination of interlibrary loan requests in a library is not determined as a rule at a high level, but often at a clerical level. This could be illustrated by considering some of the requests received by the N.L.L. which by no stretch of the imagination has it so far been suggested that the N.L.L. should cover – e.g. "Gaelic without groans". Already the N.L.L. deals with over 80 per cent of interlibrary loan requests at the national level and it would appear to make sense for it ultimately to cater for the whole field as far as providing a central loan collection is concerned. The conclusions arrived at by approaching this problem from the users' point of view are reinforced if the problem is approached from the point of view of collecting literature.

93 There remains the possibility that it might be sensible to retain two organisations, one to deal with the central loan collection and the other to deal with the union catalogue approach. This situation at present exists for scientific literature and, whilst the total demand on the N.C.L. in the scientific field is only about 5 per cent of the demand on the N.L.L., the existing arrangements are far from satisfactory. It is known, for instance, that the N.C.L. has only positive evidence that the N.L.L. has been tried in less than 30 per cent of the requests the N.C.L. receives in the science and technology fields. Moreover, the present arrangements make it somewhat difficult for the information collected in the N.L.L. when failure occurs to be transmitted to the N.C.L. It will not be a simple matter to eliminate these difficulties by the development of cooperation between the N.C.L and the N.L.L. as long as these two organisations are separate entities each responsible to different authorities. It is unfortunately true, owing to the different magnitude of the responsibilities of the two organisations, that what may appear as the small development of the N.L.L.'s services may have the effect of appreciably reducing the responsibility of the N.C.L.

The problem of the nature of union catalogue requirements is considered in paras. 94–96. This leads to the conclusion that a more efficient union catalogue is required and that for efficiency this should be used in conjunction with a central loan collection.

94 What part have union catalogues to play in inter-library lending?

The union catalogue as a major tool for inter-library lending has considerable attractions in library circles. The concept behind this idea is quite simple. You make an omnibus record of the holdings of several libraries, then when an item is required which is not available in your library, a clearing house consults the union catalogue, finds out who has the publication you required, asks the library to lend it to you and all is well.

95 In practice, the system does not quite work like this. To begin with, only some of the publications you require are clearly listed in a union catalogue. There may be others, but the clearing house can never be sure, as it is not always easy to compare a title in the form it is requested with written records of publications held, and the union catalogue searcher is unable to consult the actual publications. Then if a "location" is found, the library which is supposed to have the publication may not be ready to lend it – the union catalogue record may be out of date as it does not keep up with losses and disposals, the publication required may be on loan or at the binders, the holding library may just not want to lend it or a library's inter-library loan service may be suspended without warning because of illness of the only officer concerned. Often, it is thought that the whole process is inexpensive, but the true costs are appreciable. There are the costs of compiling the union catalogue, the costs of searching the catalogue, the costs of transferring requests from the clearing house to the libraries which should hold the publications and the costs of dealing with requests and issuing books in the holding libraries. Moreover. the process, judged by the N.C.L. surveys, is slow and uncertain.

The 1964 N.C.L. survey, for instance, showed essentially:–

(a) that the union catalogue system was only able to provide locations which led to the issue of 55 per cent of the items requested which were not available in the N.C.L's own stock,

(b) that if a union catalogue location was found and tried, the probability of the item being available for loan was about 62 per cent,

(c) that for items supplied by a union catalogue location,

35 per cent are supplied within the subsequent five days,
and 7 per cent take longer than three weeks to supply. and

These times exclude the times taken for the request to reach N.C.L. and for the publication to reach the borrower from the supplying library, The figures for a more recent survey of the N.C.L. show that there has been no substantial improvement The figures for a more recent sutvey of the N.C.L. show that there has been no substantial improvement of the situation.

96 The evidence suggests that an efficient inter-library loan system should be designed to rely on:–

(a) central loan collection

and then on

(b) back-up services such as the Science Museum Library provides for the N.L.L.

as much as possible.

Unfortunately, it appears that it will not be possible to eliminate the use of union catalogues entirely so that the problem of designing more efficient union catalogues requires attention. This would involve initially a serious investigation of the use of the existing N.C.L. union catalogue.

The nature and importance of this investigation would depend upon whatever decisions are made about central loan collections and back-up services (see paras. 87–91). As far as the sciences are concerned, union catalogues are of secondary importance because of the relatively small use made of them. However, they are and would be of much greater importance for books in the humanities. The data in Appendix B. suggests that a Regional Bureau catalogue may be adequate for British books. However, the question of whether it is economic to make a number of separate regional catalogues should be considered in conjunction with the investigation concerned with the design of a more efficient national union catalogue.

The problem of designing an efficient union catalogue is clearly not, as is often supposed, one of adding more and more dubious locations to the existing collection of dubious locations. It is one of conceiving a new sort of union catalogue which will supplement the resources of the central loan collection(s) and the back-up services. It must relate to holdings which have a high probability of being available when required and it must have some regard, in view of the high cost of union catalogues, to the law of diminishing returns. Moreover, it should be located where it can be most effectively used.

The location or locations of a union catalogue will depend upon the system recommended. For instance, with a single central loan collection with two or more back-up services, there would be advantages in locating the union catalogue with the central loan collection, as:–

(a) The information in the union catalogue might be necessary to decide whether it was appropriate to use one of the back-up services.

(b) Failure to find a publication in a central loan collection and in an up-to-date union catalogue would suggest that the reference quoted was mutilated. Investigation might lead to the item really required being found in the central loan collection.

(c) It would be more possible to design the union catalogue to supplement the central loan collection – this should reduce its cost.

97 What will the future loan demand in the humanities be?

The problem of estimating the likely interlibrary loan demand outside the scientific field if a better service becomes available is much more difficult than in the scientific field. Undoubtedly, with a better service, there would be a larger demand. However, the total volume of demand at the "research" level in the humanities is likely to be considerably less than in the sciences because the organised volume of research in this field is clearly much less. At present, about three-quarters of the issues of scientific literature go to organisations which have no counterparts in the humanities field. This suggests the potential demand at the national level in the sciences and the humanities might be in the ratio of three to one. (This was approximately the position prior to the creation of the N.L.L.)

Whatever the potential demand in the humanities is, the development of this demand is likely to be slower than it was in the sciences, because:

1 Scientists were more accustomed than workers in humanities to borrow literature because of the lending services of the Science Museum Library.

2 Scientists have a greater need than workers in the humanities for a lending service because they are more anchored to their places of work.

3 Because of the date distribution of demand, it will be more difficult to create an effective lending collection quickly in the humanities then it was in the sciences.

4 In the sciences, part of the growth in demand is due to an increase in the knowledge of how to use the available guides to the literature. In the humanities, the problem appears to be mainly one of creating new guides to the literature. The development of new guides and their use is likely to be a slow process.

98 Thus it would appear reasonable to conclude that the growth of inter-library demand in the humanities at the national level is not likely to be as large as it has been in the sciences. The important point is that, whatever the growth figure is, it is unlikely to cause a sudden and rapid increase of demand (the existing situation for books in the humanities is considered in para. 88).

The experience of the N.L.L. has been that the initial problem of catering for a high rate of growth of demand (over 30 per cent per year) coupled with the problem of developing new procedures produced a considerable strain on the organisation.

Now that the percentage rate of growth of demand (but not the magnitude of the growth) has fallen and new procedures have been evolved, the strain on the organisation has been reduced. There appears to be no reason to suppose that the N.L.L. could not now take in its stride any conceivable increase in demand due to changes in its scope.

99 **Should the N.L.L. act as a central storage depot for little used material?**

It is undoubtedly true that there is an appreciable volume of publications for which the total use is so low that a single copy in the U.K. should be sufficient to meet all needs for lending and reference purposes. Whilst it is not possible to be precise about whether particular publications fall into the lowest use category, it is possible to establish criteria for low use categories.

The existing site of the N.L.L. is sufficiently large to put no practical limitation on the development of the N.L.L. as a central storage depot for low use material. If this material was stored at the N.L.L., specific items could be made available through the library's existing lending and photocopying service. In addition, particular items, or collections of items, could be made available through the postal or transport services at short notice to reference services throughout the country and limited amounts of material might also be made available more rapidly by facsimile transmission. The development of this idea would have advantages. because of the central position and low site costs at Boston Spa, as well as facilitating the maximum use of little used material. It would appear that the existing N.L.L. services could provide as rapid a service for libraries in Central London as they now have for material which is at present being stored by some of these libraries in the London area.

The development of the N.L.L. as a central storage depot for little used material raises the question as to how far the N.L.L. should develop reference facilities. This is considered in para. 100.

100 **Should the N.L.L. seek to develop its reference services?**

In the early planning of the N.L.L., a survey was carried out on the reference use of large libraries. This revealed that the majority of readers in a reference library did not travel very far (50 per cent less than two miles, 75 per cent less than four miles). This observation has been confirmed by other surveys.

The N.L.L.'s public reading room as a result, was only designed to have 26 seats, but the seating capacity could easily be doubled. Whilst the use of the reading room is increasing, the existing seating capacity has, so far, proved sufficient. This is, no doubt, due to the essential economic consideration which applies to users – that it is cheaper for them to borrow publications than to visit the library, provided they know what they want. At present, in the science and technology field (and to a growing extent, in the social science field) adequate guides to the literature in the N.L.L. are available.

The development of a storage function at the N.L.L. for little used literature would alter the position, for the guides to a great deal of this type of literature are less adequate. This situation would necessitate the development of additional reference facilities. This would not present any special difficulty at the library, and the location of the library is not as remote as is sometimes thought. The library is about 15 miles (about 30 minutes) from the Leeds/Bradford Airport which is being enlarged. The library is very near the motorway system and will shortly be within one hour's driving time of four universities and 4½ million people, and two hour's driving time of an extra 11 universities and 14 million people. There is no parking trouble at the N.L.L., so it would be quite practical to consider the development of the N.L.L.'s reference services. This could take place without the building of a hostel. This has often been suggested, but it does not appear to be economically viable.

101 **What use might be made of facsimile transmission?**

It is known that at present facsimile transmission is used within the U.K. for sending newspaper copy for offset reproduction between London and Manchester. It appears that the scanning time required with a 240 kHz channel for a page of newspaper (24" x 18") is about 4 minutes. This allows for adequate reproduction to ensure sufficient quality for offset work. Based on the experience with newspapers, it is thought that a system could be developed which would permit copies of printed library materials to be transmitted to Central London from a remote store. Exactly what could be done would need some tests, but it would appear that a large quarto page (of 8pt. type)) might be scanned by a flying spot in 10 seconds to produce an adequate reproduction at the other end of a 240 kHz system. In particular, it is visualised that at the transmitting end, library material would be put onto microfilm, the microfilm would be scanned and transmitted and reproduced at the distant end in microfilm form and then automatically hard copy would be made. The total time necessarily required between presenting a page to the camera at the transmitting end and having the hard copy available at the receiving end would depend upon the system used, but it could be done within 10 minutes. This system would probably be inadequate for half tones and possibly for the sort of small type which is used in some mathematical work. The system might also be inadequate for non-latin alphabets, particularly for those who are only able to read such alphabets with some difficulty.

102 The question whether the possible system outlined in para. 101 could be used has been under consideration in the N.L.L. The initial approach was that it might be possible to transmit photocopies required by borrowers more rapidly. This, however, does not appear to be an economic proposition at the existing level of demand of even the largest users of the N.L.L. It does, however, appear that it might be an economic possibility to use the system outlined in para. 101 to provide a facsimile link if the capacity required was of the order of 250,000 pages a year. The library has, for instance, received a provisional estimate that a link between Boston Spa and central London could provide for the transmission of about 1,000,000 pages a year for about £100,000 in all. This proposal is being examined in some detail, as it would appear that a revised system might be developed at a lower cost. However, this proposal is sufficintly definite to consider whether such a link could serve a useful purpose.

103. One possible use of the system outlined in para. 101 would arise if it was decided, because of space limitations in central London, to store little used material elsewhere. The question whether such an arrangement would be economic cannot be answered from the information available at the N.L.L.
The information required includes not only data about the "use/rank of use curve" but also more detailed information about how material is in fact used in a reference library. It is known, for instance, that scientists are mainly concerned with consulting articles in periodicals for which they have specific references. It might well be economic to transmit facsimiles of the articles required. However, it would probably be uneconomic to send facsimiles of whole books, but on the other hand, it appears unlikely that the majority of users of a reference library go there to read whole books as distinct from extracts of books. Nevertheless, no data appears to exist about how readers find the particular extracts of books they wish to read. It would, however, appear that the cost of operating a facsimile service of the type contemplated might be justified by the site costs that might possibly be saved and that, therefore, this question would justify further investigation.

104 It is also to be noted that if a facsimile service with connections between Boston Spa and Central London were developed, it might also be feasible to develop similar connections between Boston Spa and the centres of other major conurbations. Boston Spa is not far off the natural "centre" of the major conurbations. The cost of the additional links could be reduced if they were not required to be of the same capacity. The Post Office have 48 kHz circuits which in general terms would cost about 40 per cent of the cost of a 240 kHz circuit and would about 20 per cent of the capacity.

105 **How should the relationship of the N.L.L. to bibliographical services develop?**

The N.L.L. has accepted that it has a special responsibility for facilitating the development of bibliographical services. The main aim is to assist specialist organisations with this activity. The library, for instance, organises the automatic circulation of some less frequently used serials to organisation preparing guides to the literature. It also assists abstracting organisations to survey the literature in their fields.

A recent development is the decision of the Commonwealth Agricultural Bureaux to put some staff at the N.L.L. to abstract publications for the new international food science abstracts (to be published in 1969). This development may well act as a prototype for other similar developments.

The interweaving of abstracting and indexing services with the N.L.L.'s own services is a relatively simple matter to arrange because of the library's flexible procedures.

Whilst the main aim of the library in the bibliographical field has been to assist other organisations, it has, where no appropriate organisation exists, developed its own services. This activity is illustrated by the production of "Index of Conference Proceedings received by the N.L.L." and of "British Research and Development Reports". More recently, it was decided that the library should be responsible for indexing British medical periodicals. The indexing data will be provided to the National Library of Medicine in the U.S.A. for reproduction in "Index Medicus".

ADDENDUM

Whilst this report was being prepared, it became necessary to increase the cost of the N.L.L. loan requisition forms. This change does not affect the conclusions of this report, but a copy of the circular letter announcing the increase is included for completeness.

14th June, 1968

Dear Sir/Madam,

N.L.L. Loan Requisitions Forms

I am writing to inform you that it has been found necessary to increase the price of loan requisition forms from £3 to £4 per pad or box* of 50 forms. This increase will operate from Monday, June 17th, but requests for forms received by post on that day will be charged at the old rate.

The charge made for loan forms is intended to cover the average cost of postage on 50 requests, allowing for a percentage of failures. The charge of £3 was fixed in 1962. Since then the postage rates have risen appreciably, the N.L.L.'s success rate has increased, aand the N.L.L. has started to meet loan requests by supplying photocopies to an increasing extent. The cost of these photocopies is covered by the cost of the loan forms.

It might very well have been necessary to increase the cost of loan forms earlier, but for the fact that the arrangements by which Government Departments pay postage are not the same as for private organisations. However, there has been a substantial increase recently in the postage rates paid by the library. This has made it essential to increase the cost of loan forms.

I would like to stress that the loan forms which have been issued at the old price will continue to be accepted by the N.L.L. Borrowers may be interested to note that the price of the photocopy forms remains at £10 per pad of 50 forms and that each form is valid for the photocopy of 1 to 10 pages. The photocopy forms are supplied by both the Science Museum Library and N.L.L. and can be used in either library. In view of the increase in the cost of postage. photocopies may sometimes be cheaper. Borrowers may wish to consider whether they should request a higher percentage of photocopies instead of loans, particularly where the item required is known to be not more than 10 pages long and to be unlikely to contain any essential half tones.

Yours faithfully,

(signed) D. J. URQUHART
Director.

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*Loan requisition forms are now available in "snap-apart" format. Borrowers requiring this type of form should specifically request them.

APPENDIX A

Survey of what happens when the N.L.L. is unable to supply

INTRODUCTION

The N.L.L. is able to supply about 86 per cent of the items requested from its own stock. This survey was designed to discover what subsequent action was taken when the N.L.L. was unable to supply and with what result. The survey was also designed to discover what action had been taken by the borrower prior to sending the request to the N.L.L.

METHOD

Photocopies of the loan and photocopy request forms for items the N.L.L. was unable to supply in the period November 2nd to 8th, 1967, were made.These forms were attached to questionnaire (Appendix A3 & 4) and despatched to borrowers on January 5th, 1968. In all, 1,397 forms were despatched and 1,170 returned, and of these 1,143 were analysed.

RESULTS

For the majority of items (81 per cent) the borrowers had made no attempts to borrow prior to approaching the N.L.L.

Of the items which the N.L.L. was unable to supply, 16 per cent were supplied by the Science Museum Library and a further 42 per cent were supplied in all from other sources. (9 per cent through the N.C.L., 6 per cent from universities and 55 per cent from learned societies). 13 per cent took no further action to obtain, on being notified that the item was not available from the N.L.L./Science Museum Library service.

The picture two months after the N.L.L. had notified the borrowers that the requested items were no available is indicated in the following table:

Supplied by the Science Museum	15.5
Supplied through the N.C.L.	9.0
Supplied by other libraries direct	33.0
Took no further action	13.0
Tried unsuccessfully to obtain and then abandoned search	13.0
Still trying to obtain	16.5

5th January, 1968.

Dear Sir/Madam,

We are considering what additional services the N.L.L. should develop to deal with the gaps in its collection. To enable us to do this we are carrying out a survey of what happens when the N.L.L. is unable to supply items requested.

Attached is a photocopy of a request which you submitted to the N.L.L. in November and which we were unable to satisfy. I should be grateful if you could supply us with the details requested on the accompanying questionaire. It may be that for some items further action is still anticipated; for these we wish to know the state of affairs as it is *at present*, so please do not wait until all action is complete before filling in the questionnaire.

Some of our more frequent borrowers may receive a number of these questionnaires, since we are following up all unsatisfied requests during one week in November. Such borrowers are urged to co-operate by completing *all* the questionnaires. It is particularly requested that Part I should be completed on each questionnaire as the information is to be transferred direct to punch cards.

In a few cases requests passed to the Science Museum Library will have been satisfied by them unbeknown to the N.L.L. As far as the N.L.L. is concerned we are treating these as unsatisfied requests and therefore we require details of these also.

Thank you for your co-operation.

Yours faithfully,

(Sgd.) D. J. URQUHART
Director

N.L.L. SURVEY OF UNSATISFIED LOAN REQUESTS

Code number Type Date Subject

Please tick in the appropriate boxes

PART 1 – BORROWING ORGANIZATION

A. Type of organization

Industrial firm	1
Government establishment	2
Nationalised industry	3
Government – aided organization (e.g. local authority, hospital, Research Association)	4
University/C.A.T.	5
Technical college/School	6
Other non-profit making organizations (e.g. trade association, research institute, learned society)	7
Public library	8
Other (please state what)	9

B. Number of requests sent to N.L.L. in last 12 months

Less than 10	1
10-49	2
50-99	3
100-500	4
More than 500	5

PART II – Was this item supplied by the Science Museum Library?

Yes

No

PART III–ACTION TAKEN

A. Action prior to application to N.L.L.

No previous action taken	1
Tried to obtain item from organization/s in your immediate vicinity	2
Tried to borrow item from another branch of your own organization	3
Tried to borrow from a library other than those in categories 2 and 3	4
Other (please state what)	5

B Action subsequent to application to N.L.L.

(1) No further action taken.. Yes

No

More than one box may be ticked

Results

Supplied | Not supplied | Action still in progress

(2) Amended request sent to N.L.L. on a new request form..

Tried a public library..

Tried a regional library bureau or Scottish Central Library..

Tried National Central Library..

Tried local co-operative scheme (e.g. SIMTO, LADSIRLAC)...

Tried a university...

Tried a Research Association...

Tried a learned society...

Tried an industrial firm (excluding another branch of your own organization).................

Tried another branch of your own organization..

Tried a commercial library (e.g. Lewis's Lending Library)..

Tried ASLIB...

Tried to purchase the item required..

Tried to borrow it from a personal contact...

Other, including attempts to borrow from more than one library in any of the above categories (please state what)

For N.L.L. use only:

No. of places tried
Success/failure

APPENDIX B

Survey of requests received by the North West Regional Bureau

INTRODUCTION

The North West Regional Bureau receives about 35,000 requests per year from its member libraries. These number about 110 and two-thirds of them are public libraries. The requests arrive on special forms and the A. copies of these are retained at the Bureau's Headquarters. The B. copies are sent off to libraries which may be able to supply the publication required.

The purpose of the survey was to examine the data available to see what sort of requests were received and to discover how successful the Bureau was in dealing with these requests.

METHOD

It was found necessary to examine samples of the A. and of the B. copies to obtain the information required, but it was not possible to pair up the A. and B. copies. The A. copies obtained were the 3,032 requests made to the Bureau during September, 1967. These were inspected at the end of October, 1967, when in nearly all cases the Bureau's actions were complete. At the beginning of October, the member libraries of the Bureau returned the B. copies of requests for loan which they had been able to satisfy during the month of September. These forms were intercepted on return to the Bureau and were sent to the N.L.L. for analysis.

RESULTS

A. Copies The results of analysing the A. copies are given in tables 1 – 5. It will be seen that over 90 per cent of the requests were for books and over 90 per cent were for English Language material. Over two-thirds of the requests were for British publications and over a half were for items published in 1950 or later.

Altogether, reasons for non-supply within the region were given on 699 requests. Of these, 410 were passed to the N.C.L. The break-down of the requests passed to the N.C.L. are given in tables 1 – 5 as they give some indication of the distribution of failures. It will be noted that there is a high failure rate for non-British English language materials and for material in foreign languages.

Table I

Type of publication	No. of requests	Forwarded to N.C.L.
Book........................	2,822	353
Periodical.............	185	49
Conference proceedings	22	8
Standard..............................	3	–
	3,032	410

Table 2

Date of publication	No. of requests	Forwarded to N.C.L.
1960 →	1,119	108
1950 – 1959	697	68
1940 – 1949	245	53
1930 – 1939	186	44
1900 – 1929	281	69
→ 1899	106	40
Not known	398	28
	3,032	410

Table 3

Language	No. of requests	Forwarded to N.C.L.
English	2,798	365
Other	72	33
Not known	135	7
Not applicable (e.g. music scores)	27	5
	3,032	410

Table 4

Country of Publication	No. of requests	Forwarded to N.C.L.
Britain	2,260	203
N. America	270	123
Other	62	36
Not known	440	48
	3,032	410

Table 5

Subject	No. of requests	Forwarded to N.C.L.
Science and technology	830	110
Social science	720	95
Other	1,388	189
Not known	94	16
	3,032	410

B2

B. Copies The B. copies only provided data about the items supplied. Of the requests satisfied for which the time taken to supply was given, 61 per cent were supplied within one week of the request being received at the Bureau. 88 per cent of the items supplied by a first catalogue location were supplied within one week. The success of the union catalogue approach is indicated in tables 6 to 8. It is interesting to note that the supply-rate dropped at successive locations and that the percentage on loan increase at successive locations.

Table 6

Success of union catalogue locations

	1st catalogue location	2nd catalogue location	3rd catalogue location
No. of items supplied	1,132	256	108
No. of requests sent to location	1,719	528	248
% success at location	65.8	48.5	43.5

Table 7

Analysis of first catalogue locations by type of library

1st catalogue location	Supplied	On Loan	Not in stock
Public libraries	1,049	338	163
Special libraries	11	2	1
College libraries	14	2	2
University libraries	58	3	0

Table 8

Reasons for failure at catalogue locations

	On loan	Not in stock	Other	Total sent
1st catalogue location	345 (20%)	166 (10%)	76 (4%)	1,719
2nd catalogue location	141 (27%)	97 (18%)	34 (6%)	528
3rd catalogue location	81 (33%)	41 (17%)	18 (7%)	248

APPENDIX C

Reports and Conference Proceedings

1 It has been suggested that the supply position at the N.L.L. for "reports" and "conference proceedings" is significantly worse than it might be. This suggestion has come from different quarters. It has not been about specific items of literature so that it is somewhat difficult to consider. Since the terms "conference proceedings" and "reports" are not themselves rigidly defined, it may be that the sources of this suggestion had different types of literature in mind. Nevertheless, this note is an attempt to examine the position, both as regards tthe collecting and the making available of "reports" and "conference proceedings".

These terms relate to categories of literature which are not easy to define. Internally, the N.L.L. only recognises two types of literature:–

Serials –	These are what are normally called "periodicals" but include items issued irregularly in a series other than commercial publishers' series.
Books –	These are publications which are not serials as defined above. They include works of continuation.

The terms "books" and "serials" are really used within the N.L.L. in relation to the way the publications are ordered. Usually, it is possible to place specific standing orders for "serials" but not for "books" (although the N.L.L. does have some blanket stading orders for "books", but these are in general terms.)

To complicate the position within the N.L.L., if publications are usually asked for by specific titles (e.g. monographs in series, such as those issued by the American Chemical Society) then, although they are ordered as "serials", they are shelved as "books". This distinction has to be borne in mind in using the figures in this report. In para. 25, for instance, the figures for "periodicals" relate to "serials" from the ordering point of view, whereas the figures of use of "books" in para.49 relate to material filed in the book collection. This collection includes about 400 "serials" which are filed as "books". Both "conference proceedings" and "reports" may apply to either "books" or "serials" as understood within the N.L.L.

2 "Conference proceedings" appears an easy subject to begin with until you ask: "What is a conference?" Then you realise that a "conference" can vary from an informal gathering of some of the staff of an organisation to a formal international symposium. If you concentrate on the documents produced, you find that these can vary from a preliminary draft to a published volume. The librarian's problem is to collect whatever is likely to be useful (i.e. may be requested) without acting as a magpie. In general, this means collecting the final versions of the papers, but it also means that any version which may be referred to in other documents must also be collected.

Some conferences have no papers and for some the papers are intended only for those who attend the meetings. Some conference papers are issued as "preprints" only and for some conferences there is only some belatedly published proceedings. Some conferences have both preprints and published proceedings and often in these cases the preprints are available only to participants.

The proceedings of a conference (excluding the preprints) may exist as a separate publication, be a special supplement to an existing periodical, or be published in a periodical.

This situation produces special collecting problems. The majority of conference proceedings are published commercially in periodicals or books and the N.L.L. purchases these in the normal way. It has also been possible to place serial orders for the proceedings of a number of annual conferences. However, the remaining conferences form a very important minority and to obtain these special procedures have been organised.

The N.L.L. searches two lists of forthcoming conferences and writes to the organisers, either ordering or requesting information regarding these proceedings. This activity does not produce a numerically large number of conference proceedings, but those obtained by this method are normally only available from the conference organisers. The system also provides information on the place of publication of the items which are commercially produced.

In addition, the N.L.L. searches the "Directory of Published Proceedings". This is the largest list of published proceedings, excluding the list issued by the N.L.L. Finally, all requests for conference proceedings which cannot be satisfied are examined to see if we can place orders for the publications required.

3 To make known what is available, the N.L.L. searches the total input into the library daily to locate conference proceedings and publishes a quarterly keyword guide to these. This is the largest list of conference publications at present issued in the world. The number of conferences listed by this publication has increased as follows:–

1964	1,404
1965	2,395
1966	4,800

The N.L.L.'s key-word guide to conferences is particularly useful in handling requests for conference proceedings which are very likely to have mutilated titles on the request forms. Conferences often have very long full titles (e.g. to include the names of the different organisations taking part) and, as a result, they are sometimes abbreviated beyond the possibility of recognition. Then, besides the full titles, conferences may have official or unofficial short titles which may be used in references. All this makes the work of connecting up requests for conference publications with actual publications difficult. The procedure for handling requests is set out in Appendix D Chart 5.

4 Whereas it is possible to distinguish what may very will be called "conference proceedings" because such publications have the term "conference" or some similar word in the title, it is not at all clear what users of literature mean when they refer to "reports". To try and understand this, the figures of a recent OSTI survey on interlibrary lending have been examined. The overall figures for interlibrary loan requests for all types of publication deduced from the OSTI sample fit in roughly with the figures available in the N.L.L. They would mean, for instance, that the total interlibrary lending at present was about 1,300,000 requests per year. Thus, using the latest figures available for the N.L.L., the N.C.L. and the Regional Bureaux, the direct loans between libraries as defined in para. 66 of the N.L.L.'s main evidence would be about 300,000 per year. This does not appear unreasonable.

The percentage of the items supplied by the N.L.L. which are described as "books" in the OSTI sample appears on the low side and the figures suggest the total number of books supplied in the U.K. is much smaller than it actually is. This may be due to the small size of the OSTI sample or to the possibility that some of what the N.L.L. and others regard as "books" some people treat as "reports".

The fact that in the OSTI survey only one-third of the requests for reports reach the N.L.L. may mean, of course, that this type of publication primarily exists in other subject fields than those for which the N.L.L. is responsible, but the suggestion that the N.L.L.'s collection is inadequate as far as "reports" are concerned does not support this view. The success factor for "reports" requested from the N.L.L. which are supplied on demand (73 per cent), whilst it is below the average for requests made on the N.L.L. is not significantly so. The related table from the OSTI survey is given below. This indicates that as far as academic institutions are concerned the N.L.L. is providing two-thirds of the reports items. Industrial firms obtain a number of the reports they require from Research Associations and Government Departments and Government Departments obtain the reports they want mainly from Government Departments. These results suggest that a number of the report requests from industrial firms are for the "confidential" reports issued by Research Associations or the classified reports issued by Government Department to industrial firms on the "need to know" principle. This view is confirmed by the result that most of the Government Department requests are met by Government Department. The N.L.L. has always pursued the policy that is was concerned only with collecting material which could be made generally available.

ITEMS SUPPLIED

	Type of Applying Organisation					
Type of supplying Organisation	Industrial firm	University	Other academic institution	Research Association	Government dept. or station	TOTAL
Industrial firm	11	3	–	–	–	14
Public library	4	–	–	–	–	4
University	–	1	2	–	2	5
Other academic institution	5	1	–	–	–	6
Research association	24	–	–	–	2	26
Government dept. or station	23	2	2	1	41	69
N.C.L.	–	–	1	–	–	1
N.L.L.	32	22	10	–	3	67
Other	19	1	1	–	–	21
TOTAL	118	30	16	1	48	213

In the circumstances, it is somewhat difficult for the N.L.L. to take any action to remedy the situation. It may be that the trouble is that the N.L.L. is really collecting whatever is required, but that, for some reason, users think it is not. It is somewhat difficult to discern exactly whether or not there is a gap in the N.L.L.'s collecting arrangements.

5 As far as "serials" are concerned, the N.L.L. is collecting all currently known titles. These include a number of "serials" in a special category known within the N.L.L. as "report literature". This category is somewhat peculiar and it is described in some detail in paras 6 to 10. The serial collection also includes publication which are "annual reports . . ." (the N.L.L. has about 2,000 runs of these) and "reports . . ." (the N.L.L. has about 1,200 runs of these). In addition, the N.L.L. has about an equivalent number of "serials" under synonyms and translation of these titles.

The N.L.L. endeavours to collect all non-serial publications it can trace in the English language which may possibly be of interest to users. These include a number of items which many would describe as "pamphlets" and some non-serial items which are included in the N.L.L.'s list "British Research and Development Reports". It may be, of course, that there are far more of these non-serial items which the N.L.L. is unable to obtain.

6 The term "report literature" as used within the N.L.L. relates to the material which is somewhat difficult to define, but is fairly easy to recognise. It is concerned with documents which "are not published in the normal way". Often the reports are prepared on typewriters and duplicated. As a rule, the number of copies prepared is limited and the circulation of the reports may be restricted because they are "confidential" in the security or in tte commercial sense. The material is not available in general through normal publishing channels and, as a rule, it is not covered by the normal abstracting and indexing publications. Each report is a separate entity. It may be the basis of a future article in a normal periodical or it may remain for ever hidden by its "confidential" status. Unlike the ordinary scientific paper, a report is not referred before it is issued.

7 The greater part of the report literature of the world originates in the U.S.A. It is mainly a by-product of the research contract system used by the U.S. Federal Agencies. Many of these contracts are concerned with defence work and the security classification of the documents at first issued may be anything from "Open" to "Top Secret". The N.L.L. is only concerned with the "Open" material and has a fairly comprehensive collection of the U.S. reports in this category. The majority of these reports are now received on microfiche and they are covered by special bibliographical tools prepared in the U.S.A. The security system used within the U.S.A. permits a document to be automatically declassified by stages, unless there is some special reason why it should not be so. As a result, very little official material is permanently locked up behind security classifications. However, in the U.S. purely commercial material is not made available systematically.

8 The volume of report literature prepared in the U.K. is not, relatively speaking, as large as in the U.S., primarily because the method of government support for research is different. A higher proportion of defence work is done in government defence establishments and, so far, there is no automatic declassification system in the U.K. In theory, the security classification of defence reports can be reviewed, but, in practice, staff do not appear to be available to do this, so that some reports are buried under security classifications. In addition to defence work, there are a number of "unpublished" reports issued by a number of official and semi-official organisations, and, of course, there are a number of reports prepared within commercial organisations. The N.L.L. has made an effort to collect these and is now receiving about 150 reports per month. These are listed in "British Research and Development Reports". Sample copies are available from the N.L.L.

9 The bulletin states that "The N.L.L. is anxious to collect British reports which are not normally published . . . These vary in nature from the reports produced by a defence or industrial organisation which are found to have no security or commerial limitations on there availability, to reports produced in university laboratories which contain so much numerical data that they are too large for normal publication. The subject matter of the reports may be in the field of science, technology (including agriculture and medicine) and the social sciences".

The N.L.L. is interested in progress reports which contain technical information and are not primarily of an administrative nature. The N.L.L. is not normally interested in collecting manuscripts to be submitted for publication.

10 Recently the N.L.L. carried out a survey of the requests for "report" literature received in the period 4th to 7th June. This was a holiday period and 851 requests were received compared with about 1,250 for a normal week. There appear to be a widespread use of the "report" literature collection and requests were received, for instance, from 45 academic institutions. The following table gives a brief resume of the survey:

	U.S. Material	U.K. Material	Other Material	Total
Supplied on demand	452	87	28	567
Supplied via waiting list	11	–	–	11
Not held				
(a) no further action by N.L.L.	51	1	3	55
(b) further action by N.L.L. (estimated about 80% of these become available eventually)	98	28	20	146
Reference inadequate	65	4	3	72
	677	120	54	851

It will be noted that the majority of the requests were for U.S. material. There are considerable difficulties in describing specific "report" literature items adequately and the percentage of requests returned to borrowers for further information, using the procedure set out in para. 46, is about double the normal despite the fact that because of the peculiar nature of report literature the N.L.L. does a considerable amount of bibliographical checking. An unknown percentage of these requests returned for further information would be supplied on re-application. For about a quarter of the requests for items not held, no further action was taken by the N.L.L. This is because the experience of the N.L.L. suggests that there is a high probability that these reports would be unobtainable (e.g. because they are "Secret"). Of the items not held for which further action was taken by the N.L.L., the borrower is told to reapply in a week or two, and experience indicates that about 80 per cent of these items will then be available. The majority of these items belong to what may seem to be a very strange category. They are not formally restricted, but they are not generally available through the normal channels and cannot be ordered en bloc. The N.L.L. is able to obtain them provided it makes specific requests. It is most improbable that these reports are normally available from any other library in Europe.

11 A part of the N.L.L. "report literature" collection consists of atomic energy reports. The bulk of these reports come from the U.S. and the majority are now received on 6" x 4" microfiche. Besides the U.S. atomic energy reports, the N.L.L. has a collection of U.K. aatomic energy reports and reports from atomic energy establishments throughout the world.

Until recently, the U.S. Atomic Energy Commission presented deposit collection of their reports to a number of libraries in this country and abroad. For some time, however, the U.S. authorities have been endeavouring to cut down the number of collections presented and have urged the creation of a European atomic energy report centre. Discussions organised by O.E.C.D. resulted in an agreement to establish such a centre at the N.L.L. and all the Western European countries, excluding the Euratom countries agreed to cooperate. So that the N.L.L. can maintain this centre, the U.S. authorities have agreed to supply it with a master set of the reports for duplication and, in return, expect to receive copies of European reports from the N.L.L.

The decision to establish an atomic energy reports centre at the N.L.L. was influenced by the N.L.L.'s reputation for providing a speedy service and also by the fact that the N.L.L. has an outstanding collection in the atomic energy report field. This decision has necessitated the provision of some very sophisticated equipment for making, copying and enlarging microfiche. This equipment has been ordered and when it has all been received, the N.L.L. will have the most advanced microfiche unit in Europe.

CONCLUSIONS

12 The conclusions of this special review are that it would be difficult to improve the N.L.L. collection of conference proceedings or produce a better guide to the conference publications available without making an effort which would be out of proportion to the probable results.

The conclusion regarding "report literature" is that because of the peculiar nature of this literature, it is not all clear that any useful action to improve the N.L.L. collection can be taken. It appear that what users refer to as "reports" is something different to what the N.L.L. refers to as "report literature". Until the N.L.L. is clearer as to what sort of "reports" are required, it is difficult to see what useful action can be taken to improve the position.

N.L.L.
June, 1968

APPENDIX D

Some notes on staff and procedures

1 STAFF

A summary of the staff in post on 1st March, 1968, is given in para. 3 and an organisation chart is attached at Chart 9. This chart is intended to give the functional arrangements. Besides their functional responsibilities, graduate members of the staff also have scientific and linguistic responsibilities according to their experiences. These responsibilities are not shown on the organisation chart as a rule.

2 PROCEDURES

It is sometimes supposed that the N.L.L. merely looks on the shelves for the publications requested and that it takes no further actions when they cannot be immediately found. The following charts are an attempt to describe some of the procedures used. Charts 5, 6 and 8 illustrate how the failures provide a feed-back to the acquisition arrangements.

Chart 1	Procedure for dealing with periodical requests in the stores—locating items required.
Chart 2	Procedure for dealing with periodical requests in the stores—issuing items required.
Chart 3	Procedure for dealing with requests for report literature.
Chart 4	Procedure for dealing with requests for Russian periodical literature in original and in translation.
Chart 5	Procedure for dealing with requests for conference proceedings.
Chart 6	Procedure for dealing with requests for Japanese periodicals and books not immediately located in the stores.
Chart 7	Procedure for dealing with requests for periodical literature not immediately located in the stores and not covered by Charts 3, 4, 5 or 6.
Chart 8	Procedure for dealing with requests for non-Russian books.

3 DIVISION OF STAFF BY QUALIFICATION (as at 1st March, 1968)

Categories equated approximately as follows:—

(i)	Good hons. degree	–	S.O. Class
(ii)	Pass degree or "A" level	–	Exp. O. Class; Executive Class
(iii)	"O" level standard	–	S.S.A.; S.A.; C.O.
(iv)	Misc. technical	–	Photoprinting; machine grades
(v)	Routine Clerical	–	Clerical Assistant, typing, switchboard
(vi)	General manual	–	Industrial grades (e.g. cleaners, gardeners, porters, packers, etc.)

Category	Collecting recording and supplying literature	Ancillary library services (e.g. courses, surveys, Medlars, translating)	Others (e.g. Establishment, wages, office services, building and site maintenance)	TOTAL
(i)	2⅔	5⅔	⅔	9
(ii)	18	7½*	3½	29
(iii)	84	2	8	94
(iv)	7	2	0	9
(v)	22	5	10½	37½
(vi)	16	—	21	37
TOTALS:	149⅔	22⅙	43⅔	215½

* Includes 2 A.Exp. O. in training for MEDLARS Indexing – service not yet started.

SUPPLEMENTARY INFORMATION

Supplied by the N.L.L.

1 Time taken to deal with requests

The N.L.L. aims to despatch an answer to every request the day the request is received. The extent to which this target is achieved has been the subject of a recent survey of all the requests received within one week. The following table gives the general results:

	Loan Requests %	Photocopy Requests %
Reply despatched the same day	67	24
Reply despatched the next day	20	61
Reply despatched the third day	7	8
Reply despatched subsequently	6	7

The extra time required to deal with photocopy requests arises because of the ectra process involved.* In fact, for loan requests, requests for items immediately available and adequately described (three-quarters of the requests are in this category) are dealt with faster than other requests because the latter receive extra processing.

	Item immediately available and adequately described %	Other Requests %
Reply despatched the same day	85	15
Reply despatched the next day	10	46
Reply despatched the third day	2	22
Reply despatched subsequently	3	17

2 Waiting Lists

In the period surveyed, 8.2 per cent of the loan requests related to items on loan when required. A survey of what happened to items on the waiting list showed that the average time on the waiting list was about twelve calendar days and half the items were supplied after eight calendar days. The average figures are influenced appreciably by the waiting lists which develop for some books and large items for which photocopying is quite inappropriate. In such cases borrowers are warned that there are already one or more waiters and that there may be some delay in effecting a loan. All "excess" waiters are reviewed to see if the library should try and obtain extra copies.

The arrangements for duplicating items in heavy demand will never eliminate the waiting lists, but they do keep the percentage of requests which go onto waiting lists about constant.

3 Lost Items

It is somewhat difficult to examine what happens when an item is declared "lost". Some of these, in fact, turn up whilst replacement action is in progress. However, a recent examination of the items declared lost in 1967–8 showed that the losses were about 11.9 per 10,000 issues. Of these, the library only sought to replace about 11 per 10,000 and had obtained 10.6 per 10,000 by July 1968.

Thus it appears that the library is losing about one item per thousand issues and that in nearly all cases it is possible to obtain replacements. The records of issues are kept to a minimum and the library does not use recorded delivery or registered post. The percentage of losses could no doubt be cut down further with other procedures, but these would be quite uneconomic. The overall position is indicated by the fact that in 1967 the library received in all somewhere about 400,000 items and lost about 500, most of which were replaced. In 1967 there were probably about 50,000 additional items the library might have been justified in obtaining. The concept that lending spoils the "integrity of the collection" thus appears to be unrealistic. It might be sensible to apply the concept of the integrity of the collection to a pack of cards or a jigsaw puzzle—if you lose one item you have spoiled the set—but it appears meaningless when applied to a library, which is inevitably incomplete.

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* Since this note was prepared the N.L.L. has received additional equipment and has decentralised its photocopying arrangements. The present position is that photocopy requests are now dealt with as rapidly as loan requests (March 1960).

4 Books

The latest estimate of the number of books held by the N.L.L. is as follows:

English language books:	95,000
Russian books:	45,000
Other language books:	30,000
Overseas theses:	32,000

5 Reading Room

The N.L.L. has avoided taking any special action to promote the use of the Reading Room. Nevertheless its use is continuing to increase.

Casual readers are the heaviest users of the Reading Room, but in addition, library school, university and college students make use of its facilities whilst undertaking practical work in connection with courses organised by their own organisations. Library school students for instance account for nearly 400 man days per year. The Reading Room also caters to the extent of more than 500 man days per year for people on N.L.L. courses.

Since 1964 the number of casual visitors has risen steadily. The actual numbers are indicated below.

1964	530	
1965	780	
1966	958	
1967	1,128	
1968	1,478	(for the first 9 months)

There would seem to be an average increase of 25 per cent per year. The fact that the number of visitors in the first nine months of 1968 was 75 per cent up on the same period in 1967 is due to a change in the method of recording visitors. Up to the middle of 1967 the figures were obtained by counting the names in the Reading Room Visitors' Book. These are fewer than the actual numbers of visitors since some do not sign the book at all and others sign once and not on subsequent visits. From late 1967 onwards the actual numbers using the Reading Room each day were noted, and this has led to an apparent sudden increase in readers.

There is no doubt, however, that there is a continuing rise in the number of casual visitors using the Reading Room, and the present average is 7 to 8 people per day. Besides casual visitors and those on courses, the N.L.L. is beginning to attract full-time readers. At present one of these is with an industrial firm which is based 20 miles away, and two are with the Commonwealth Bureau of Dairy Science and Technology based at Shinfield, Reading.

6 **Distance Travelled by Visitors.** Excluding those readers on courses, it was found that in 1965, out of a sample of 500 visitors, 80 per cent travelled less than 20 miles to visit the N.L.L. The remaining 20 per cent were fairly evenly divided between the following groups.

Travelled 20 to 50 miles
50 to 75 miles
75 to 100 miles
100 to 150 miles
150 to 200 miles
over 200 miles

It would seem therefore that most people travelled less than 20 miles, but if prepared to travel further, they are as likely to travel 200 miles as 30 miles.

It should be pointed out that the actual distances travelled may, in fact, be shorter than the survey showed, since it was carried out retrospectively by analysing the entries in the visitors' book. It is known that students whose homes are in the Boston Spa area use the Reading Room during vacations. They may be living quite close to the N.L.L. but will enter, for example, Oxford University, Cambridge University, Aberdeen University, or Exeter University in the visitors' book. Similarly, librarians or scientists who are in Yorkshire primarily for other reasons may visit the N.L.L. and put their home address in the book.

It is probable therefore that less than 20 per cent of the casual visitors actually travelled more than 20 miles.

Concerning other visitors, those on N.L.L. courses come from all over the country, whereas those on courses run by library school and university and college courses come mainly from Leeds, York and Sheffield.

MEMORANDA

submitted by

THE TRUSTEES OF THE NATIONAL LIBRARY OF SCOTLAND

26th April, 8th July, 18th September, 1968

We hope that a short preface about this Library will be useful. Although we have been a national institution for only 43 years, we are, as a library, the oldest of the national libraries in Great Britain, having been founded in the 1680's by the Faculty of Advocates. Since the passing of the National Library of Scotland Act in 1925, the Library has been governed by an independent Board of Trustees, of which the secretary of State for Scotland is *ex officio* a Member. Along with Oxford and Cambridge, we have enjoyed since 1710 the privilege of deposit under successive British copyright acts. Under the present Act we receive about 100,000 items a year. The Vote for the Library for the year ending 31st March 1969 is £207,000. We also administer a number of Trustee funds, principally for the purchase of books and manuscripts.

In this paper we should like to examine, from five aspects, the idea of a British National Library, as proposed by the Parry Committee, and its possible relation to our own and other libraries. We are specially concerned with the Parry recommendations on lending and on what is called the apex or focal point of a national library system.

Together with the three other libraries (the Bodleian, Cambridge University, and Trinity College Dublin) maintaining a Copyright Agency in London, we have submitted a second paper on our relation to the British National Bibliography.

I INTER-LIBRARY LOANS

We do not support the recommendation (Parry Report ¶ 325) that 'the National Library should be responsible for the organisation of loans'. This work should continue to be done independently, by the libraries experienced in it–the National Central Library (for the humanities) and the National Lending Library (for science and technology).

We agree that the excellent services offered by the N.L.L. have depended largely on a rich book stock (¶ 313) but we believe that the interests of the humanities would best be served by the development of as good a stock for the N.C.L., reinforced by the full resources of photo-copying and telecommunications, and not by either of the methods advocated. These are (¶ 313) that, on the usual European model, the National Library might lend from its own stock and (¶ 332) that, if they were to become part of a 'National Library ofganisation', all United Kingdom libraries benefiting from legal deposit should incur obligations to lend.

There are serious faults in the European system: (i) reference services and other activities of a learned library tend to suffer, whatever special staff there may be to deal with lending; (ii) a visitor coming from a distance may be disappointed because the books he wants to see are on loan. The needs of scientists and technologists are often met by recent issues of periodicals borrowed from the National Lending Library. But there are many readers who require, for one piece of research, access to old and new books and periodicals, manuscripts, and even rare maps or music. To them no amount of lending could replace the value of a great reference library. We see no reason why excellent reference libraries should lose the means to provide services for which they are famous.

Whatever may have been found expedient in other countries (¶ 304), we see nothing remarkable in the fact that in Great Britain and Ireland nearly all of the six deposited copies are confined within reference libraries. Learning could not benifit, except briefly, by the deterioration and possible loss through lending of deposited copies. The existence, in various parts of these islands, of a number of such copies is a reasonable guarantee of both preservation and accessibility, a guarantee that becomes of ever increasing value. Since the physical condition of originals is of the highest importance for bibliographical purposes, it seems particularly regrettable that such specious proposals for lending should be made at the very time when processes of reproduction can rapidly provide inexpensive copies that are satisfactory for most purposes of study.

The recommendation that every library in the United Kingdom benefiting from legal deposit should incur obligations to lend could be particularly harmful to our own Library, the only member of the group north of Cambridge. We provide benefits not always offered by other large libraries: books are entered in the catalogue very soon after arrival, and readers have seldom to wait more than 10 or 15 minutes for a book and may receive it in as little as five. We welcome the opinion (¶ 301) that not enough money has been made available for purchases. Nevertheless, since the 18th century we have built up European, American and other resources in bibliography, literature, history and the arts, constituting one of the major reference libraries of Great Britain. It is used by readers living in Edinburgh or elsewhere in Scotland and by many coming from England and abroad. The ready accessibility of its holdings to all these scholars must be safeguarded.

This does not mean, however, that we are entirely opposed to lending. Under the National Library of Scotland Act, 1925, Section 2(e), we have lent both books and manuscripts on occasion, for the purposes of exhibitions or consultation, to libraries with interests similar to our own, both at home and abroad. But obligatory lending is quite another matter, in which neither the British National Library nor we should be involved.

II The National Central and Scottish Central Libraries

The Scottish Central Library, the Scottish counterpart of the N.C.L., has proved to be in many ways an efficient centre of lending, and it should develop as such, but with a more secure financial backing than it has had. We do not suggest that it should come under the Trustees of the National Library of Scotland, but this Library should be represented on whatever governing body may be set up.

There is no case for a separate Lending Library of Science in Scotland. Yorkshire was surely chosen as a central position for the N.L.L. with the intention that it should serve, as it does satisfactorily, the whole country.

III The Training of Academic Librarians

The Parry Report deals less fully with the theoretical than with the practical training of academic librarians. We welcome the recommendation (¶ 329) that the part taken by the National Library in practical training should be organized in partnership with universities and other appropriate bodies. But the axiom that 'theoretical training should be of a high academic standard' (¶ 317) might also have been followed by a recommendation. The National Library and similar libraries should influence all professional training, theoretical as well as practical; in particular, the school at University College London should carry its studies to a higher level than at present, and other graduate schools should be set up in cities containing a considerable number of good libraries.

We would urge the establishment of such a school in the University of Edinburgh with collaboration, in teaching, from the staff of the National Library of Scotland. Neither Strathclyde nor Aberdeen is a graduate school on the American model, which is what we have in mind.

IV The British National Library as 'the focal point'.

During the last hundred years many librarians have freely acknowledged their debt to the British Museum as the pre-eminent library of Great Britain. Despite formidable post-war difficulties of staff and housing, it has continued to produce more aids to bibliography and scholarship than the national library of any other country, with the possible exception of the United States of America. In modern techniques, particularly the application of automatic data-processing to the uses of a great library, it has been training men whose ideas now lead this development.

The British Museum has long been a focal point for library development and for research carried out on library techniques (¶¶ 314 and 330). But it has not been alone, and too great emphasis should not be laid upon the conception of the British National Library as *the* focal point for *all* library development in the country. We cannot accept every possible implication of the final sentence of ¶ 330: '(The National Librarian) should be able to speak for British Libraries in all international meetings, conferences or councils concerned with library activities of all kinds'.

The Parry Committee has exaggerated the importance of an 'apex to the library system of the country' (¶ 298), an idea that we oppose, because it is alien to British needs. Any such notion of a head for a library system in Great Britain is in our view extravagant and dangerous. Such an establishment would place excessive power in the hands of one authority, and thus it would be bad both for the authority itself and for the libraries under its control.

The Parry Committee has thought too little about major libraries, such as the Bodleian, Cambridge University, and this Library, that have exercised national – and indeed international – influence. One can see how easily their scope and functions may have been overlooked in the effort to relate the British National Library to the other London institutions and to the National Lending Library. But the earlier relation (that between the British Museum, the older English Universities and ourselves) is in a way more important. In it the British Museum, first among equals, takes its place as one member of the community of learning.

V The Departments of the British Museum.

In expressing the hope that the British Museum and its Library will develop in close proximity to each other in the centre of London, we would make only two observations. First, we have greatly benefited from the work of the Museum Laboratory, which appears to us to have earned its reputation by having to tackle at the same time the problems of a museum and those of a library. Secondly, in Edinburgh the Museums, the Galleries and the Library are well within a mile of one another; the relations between them are excellent; but co-operation in exhibitions and reference from one collection to another would have been still easier if all the institutions had been on one site.

SUPPLEMENTARY PAPER SUBMITTED

BY THE TRUSTEES OF THE NATIONAL LIBRARY OF SCOTLAND

After London, Oxford and Cambridge, Scotland is the most fortunate part of the country in the number of old-established libraries that it possesses. Five of them are of considerable size. They are those of the three mediaeval universities (St Andrews, Glasgow and Aberdeen), that of the post-reformation University of Edinburgh, and that of the Faculty of Advocates founded in 1682 (since 1925 the National Library). All are rich in books printed both at home and abroad, and there are important special collections, e.g. of Elizabethan and Jacobean plays and of early Scandinavian, German and Spanish books. Although there are far greater numbers of old books in London, Oxford and Cambridge, the Scottish libraries have many that are not to be found in any of these places and that are often consulted by scholars from England, Europe and America.

But no scholar living in Scotland and wanting to work extensively with early books could ever be content with Scottish (or for that matter with English) resources. For my own interest, which may appear to be rather a narrow one, Scottish printing in the 16th century and its foreign origins, the materials are scattered between Scotland, England, France, the Netherlands, and America (in libraries so far apart as Folger and Huntington). In London, not all the things I want to see are at the British Museum. Some are at the Public Record Office or the Society of Antiquaries or elsewhere. If copies of the same book were in the British Museum, Bodley, Cambridge University Library and Rylands, I should prefer on the whole to go nowadays to Oxford or Cambridge or Manchester, where the copies are likely to be in better and more interesting condition, and working conditions are certainly better, than in London.

Let us consider also Scottish history. Here if anywhere, one would think, is a subject best studied in Scotland; and in a large measure that is true. But Scotland has had many associations with Europe; and Rome, Paris, Neuchâtel, Regensburg, Bergen and Malmø are only some of the places that Scottish historians have had to visit in recent times. To those born and bred in Scotland, there is in this situation no element of surprise or hardship. We accept that scholars have still sometimes to be wandering scholars. Photography and xerography have done a great deal to reduce travel, but they cannot altogether replace it. Often it is only by examining for one's self a mass of original material that one can find out what one needs in the way of copies.

On the other hand, time and money would be saved if the contents of libraries in Scotland were better known. Not so long ago an Edinburgh musician editing some Elizabethan madrigals sent to America for photostats of a book that was in his own University Library; and only the other week the sponsors of an exhibition in Edinburgh tried in vain to borrow from Paris or Brussels a French illustrated book available in the National Library of Scotland. Being more and more aware of such difficulties, this Library is engaged on a whole series of publications, to supplement what will be one of the most valuable union-catalogues of all, the long-awaited new edition of the Short-Title Catalogue of British Books to 1640, to be issued fairly soon by the Bibliographical Society with American help. The National Library of Scotland's hand-lists, some of which are ready for the printer, will include an up-to-date union-list of books printed in Scotland to 1700, a list of our own holdings of British books 1641-1700, and another of our foreign books to 1600, designed to have a supplement coming down to 1700. Given time and money, there is no reason why we should not end by publishing, in handy and not too expensive form, lists of all our books to 1800 or later. Even then organization of the resources of Scottish libraries will be far from complete. The Scottish Central Library has already published an excellent union-catalogue of Scottish newspapers; but it is hoped that our efforts will encourage the Scottish universities to join with us in forming a reliable union-catalogue of all books, coming down to at least 1800. If such an instrument were in being, it would be possible to write precisely and statistically of what is and is not available in Scotland.

When we come to books published in these islands in the later 19th century and in the 20th, the operations of the Copyright Acts are far more thorough than in the preceding century and a half, and I would say that the National Library of Scotland has nearly everything that is needed, except for some 19th-century newspapers and other periodicals that have to be looked for in the South. For the period 1801-1850 the British Museum has far more than Scotland, and we can never hope to fill all the gaps that we should like to see supplied.

As for modern foreign books and periodicals, the Museum is and always must be incomparably richer than any other British library. But it would be a mistake to think that it has all that we have or all that we need. An art-historian in Scotland cannot always hope to find at the Museum what he has failed to find at home. He might well have to go to the Victoria & Albert Museum or to the Warburg or the Courtauld Institute, and I must say it is surprising to find in the terms of reference of the National Libraries Committee no mention of the V. & A., surely as important a library as that of the Science Museum.

The only statistics available at present are these. The General Catalogue of the British Museum contains about three and a half million main entries (i.e. excluding cross-references), while that of the National Library of Scotland has not quite one million. These figures probably represent about 12,000,000 volumes in the Museum and about 3,000,000 here. A detailed comparison of letter O in the two catalogues is expected to be ready by the end of this year and will be submitted to your Committee if it is still in time for your needs.

For those in Scotland who prefer to read in their own homes, I would say that sooner or later the London Library is at present indispensable. Professor Dover Wilson, who has edited most of the New Cambridge Shakespeare in retirement in a village outside Edinburgh, could never have got through this great work without the London Library; and but for its help I should have found research of my own brought to an unbearably long halt at times when I could not leave Scotland. But not everybody can draw on the resources of the London Library, and because of this it is important to develop institutions like the National Central Library and the Scottish Central Library in such a way as to make them no less efficient for workers in the humanities than Boston Spa is for scientists. On the S.C.L., colleagues in university libraries are divided. One (a Scot) finds it more efficient than the N.C.L., while another (an Englishman) would abolish it in favour of the N.C.L. The Scot appears to me to have more than patriotism on his side. I think that the needs of the humanists (covering old and new books and periodicals) are usually more various and complex than those of the scientists and that a local institution, with local knowledge, can be more effective within its own country than a remote one could ever be.

MEMORANDUM

submitted by

THE NATIONAL LIBRARY OF WALES

11th May, 1968

1 PREAMBLE

The National Libraries Committee, set up under the chairmanship of Dr. F.S. Dainton, to examine the functions and organisation of the British Museum Library, The National Central Library, The National Lending Library for Science and Technology, and The Science Museum Library in providing national library facilities, and to consider whether in the interests of efficiency and economy such facilities should be brought into a unified framework, has invited the National Library of Wales to submit evidence if it so wishes and has signified a desire for an answer to one specific question. The question is whether the separation by a considerable distance of the National Library and the National Museum in Wales causes any serious inconvenience to either the users or the staff of the two institutions.

2 THE GENERAL SITUATION

(i) We are aware of the terms of reference of the Committee and realise that it is concerned with the four libraries already named. However, in a state system which recognizes more than one nation the term 'national' tends to be ambiguous, more so in Scotland and in Wales which have their established National Libraries, one by Act of Parliament, and the other by Royal Charter. It might be considered desirable to find another title such as the 'British National Library' for a newly-formed institution which may issue from the recommendations of your Committee or, if a national library service is established that it should be styled the British National Library Service or some such distinctive title.

(ii) In any system which may be established we would stand firmly for the maintenance of the present charter status of the National Library of Wales as an independent institution created by the will of the people of Wales with its own Court of Governors and Council.

(iii) As the British National Library should form the apex of the library system in England so should the National Library of Wales be the apex of the Welsh library system.

(iv) Subject to this basic principle we would welcome the development of a co-ordinated system of high-powered library services for the United Kingdom. We would prefer to see the British National Reference Library housed in a convenient site in Central London where a computerized national bibliographical and information service could be developed.

(v) By its Charter the National Library of Wales is empowered to maintain duplicate and multiplicate specimens and collections to be lent for purposes of instruction in connection with he educational institutions existing in Wales. These duplicate collections should be enlarged to enable the Library to take a greater share than it is now able to take in library inter-lending.

(vi) We would not consider it desirable to use the national reference library stock for loans. We firmly believe that there should be more than one fixed point in the United Kingdom to which scholars could resort in confident expectation that they would find there all material which they may know to be in the collections.

(vii) There should be a Lending Division of the British National Library Service sharing the same centrally provided computerized equipment and other mechanical adjuncts as the Reference Library.

(viii) The Lending Division should develop and continue the central co-ordinating function of the National Central Library in regional library co-operation. It should house a complete union catalogue of all loanable material in the United Kingdom.

(ix) The close co-operation which the National Library of Wales has maintained with the National Central Library from the latter's inception should be continued and developed alongside the Lending Division of the British National Library Service.

(x) Though we favour the siting of the British National Reference Library in central London we consider it to be unwise to concentrate so very high a proportion of Britain's library resources in London. Therefore, we would advocate the development of other great libraries, particularly the National Libraries of Wales and Scotland, which should be regarded as fixed points in the United Kingdom reference service. Their purchase and maintenance grants should be stepped up to such levels as would enable them to stem the deplorably high outflow of books and manuscripts from the United Kingdom. The National Library of Wales should be given the means to meet its charter obligation to the University and the other educational institutions of Wales by building up, side by side with those of the British

National Library, representative collections of world publications in addition to its primary function of specialising in the collection of material relating to the Welsh and Celtic peoples.

(xi) The problem of housing rarely used material in London could be partly met by the National Library of Wales. It could house such material. The Library has a considerable area of land upon which extensions to the buildings could be erected without any expenditure on the acquisition of sites.

(xii) The National Library of Wales could also house duplicate copies or little used runs of periodicals which would be expensive to accommodate in London. With the very high cost of postage on bound volumes of periodicals it would be more economical to meet requests for the loan of articles in periodicals by the provision of xerox copies. There is room for the expansion of the photographic department at the National Library to provide an adequate copying service. The use of Telex would ensure a speedy service.

(xiii) Aberystwyth has established its place in Library education through he foundation of the College of Librarianship Wales. The College trains professional Librarians far in excess of the needs of the Principality. A degree course in librarianship in association with the University of Wales has recently been established. All this calls for the development at Aberystwyth of a subsidiary complex of library services to supplement and re-inforce a central system based upon London.

(xiv) More adequate provision should be made to enable the National Library of Wales to employ library training officers to supplement the academic and technical instruction provided by the University College of Wales and the College of Librarianship Wales. The parallel development of bibliographical and information services at the National Library of Wales and the two educational institutions would be a valuable contribution to Library studies in the United Kingdom.

3 THE SPECIFIC QUESTION

To the specific question there is a simple straight-forward answer that very little inconvenience has been experienced over the sixty years of the National Library's existence. Judging by that experience it can be affirmed that what inconvenience there is has been felt by the staff of the National Museum, particularly in the case of manuscripts relating to specialized fields of study. The Museum has its own library of reference books and on rare occasions involving printed books of great rarity the need of the Museum has been met by photographic or electrostatic reproductions provided by the Library. Manuscripts and documents have occasionally been lent to the staff of the National Museum to enable them to carry out research projects.

We have no evidence of inconvenience to users. The one field where the interests of the Museum and the Library might overlap is that of Prints and Drawings. Competition in purchasing is avoided by consultation, the Library concentrating on topographical record value, the Museum on artistic qualities. For the user this means that original works by the same artists are divided between the two institutions, but as neither of them nor the two together have a complete coverage of any artist, users are compelled to consult and visit a number of museums and galleries.

MEMORANDUM

submitted by

THE DIRECTOR AND SECRETARY OF THE SCIENCE MUSEUM

10th May, 1968

FOREWORD

At the invitation of the National Libraries Committee, the Science Museum takes pleasure in supplying evidence regarding its own library. The Science Museum Library is supported entirely by public funds and although administered as part of the Science Museum it does much more than serve the Museum and its visitors: it has a duty to fulfil a large part of the library needs of the Imperial College of Science and Technology, it plays a significant part in the national library services, and it carries out certain other functions as well Evidence is given on this general background, and this is followed by detailed factual evidence regarding the services provided by the Library and the use made of these services.

Abbreviations are used extensively in the test to indicate the names of various organizations. A glossary of these abbreviations is given at appendix 1.A. For ease of cross reference, the evidence submitted to the National Libraries Committee is here presented in two documents: Part I (of which this foreword is a part) comprises the general evidence. and Part II contains the appendices.

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* The Director and Secretary of the Science Museum was invited by the Committee to supply information about the Library and also to comment on any matters relevant to the Committee's terms of reference.

This memorandum was received from the Director in response to this invitation as an expression of his personal views.

I Science Museum: Its function and administration

1.1 The Science Museum (SM), as the national museum of science and industry, has responsibility for illustrating the development of science and engineering and related industries. To this end the Museum seeks to acquire, conserve and preserve those material objects, manuscripts and printed records, which relate to such development, and to exploit such acquisitions by a variety of means including the preparation of permanent, temporary, and travelling exhibitions, the publication of scholarly articles, books and monographs as well as books of a more popular form on the history of science and technology, the operation of lecture services, and the provision of technical information whether by word of mouth, correspondence, or in the form of a photograph or photocopy.

1.2 Work directly associated with the national collections is carried out in seven departments of the Museum, of which three are concerned with the scientific and four with the technological collections. Additionally there is a department which contains and co-ordinates the various internal support services (design and exhibition, workshops, and photographic) and also has responsibility for external services for the public (general information, lecture services, and publications).

1.3 The Science Museum Library (SML) constitutes a ninth department of the SM and is responsible, among other things, for supplying the literature required by Museum officers to assist them in the discharge of their professional duties; in furtherance of this task, the SML maintains an extensive reference, loan and photocopy service and it offers a current-awareness service which alerts Museum staff to new publications in specific fields of interest. The SML also has important responsibilities to organizations other than the SM; these are listed at paras. 2.2 to 2.5 below.

1.4 Each of the nine departments of the SM is administered by a Keeper in charge, and all nine Keepers are responsible individually to the Director and Secretary of the SM who, in turn, is answerable through a Minister of State (the Rt. Hon. Jennie Lee, M.P.) to the Secretary of State for Education and Science (the Rt. Hon. Edward Short, M.P.).

1.5 The SM has no board of trustees, but there exists an Advisory Council comprising 16 members, which meets as occasion demands (normally three times a year) to consider matters relating to the SM (including its Library): this Council is appointed by, and reports to, the Secretary of State for Education and Science. In view of the responsibility of the SML to provide certain library facilities for ICST, it is appropriate to mention that the present membership of this Advisory Council includes the Rector and one member of the Governing Body of ICST; furthermore, members of the professorial staff of the College have, from time to time, also served on this Council.

II Development and Functions of the Science Museum Library

2.1 A survey of the history of the SML, traced in outline from its origins in 1843 to the year 1964, is to be found at appendix 2.A. Certain key events in the SML history are summarised below, in the belief that they may help the National Libraries Committee (NLC) to appreciate how it comes about that the SML now finds itself meeting a variety of national as well as local needs and at the same time providing a specialist library service to one particular constituent college of the University of London, namely the Imperial College of Science and Technology (ICST). Such a role is unique in Great Britain but has its counterpart in some European countries. The relevant events are:

1883 – Duty formally imposed on the Science Library of the Department of Science and Art, by the Lords of the Treasury, to afford special library facilities for staff and students of what has now become the ICST (this matter is dealt with in detail in para. 3.1).

1908 – The SML and the Royal College of Science (RCS) jointly occupied new purpose-built premises, commonly known as the RCS building.

Early 1920s– Postal lending service inaugurated, using SML stock, for the benefit of the Department of Scientific and Industrial Research (DSIR) and the Meteorological Office.

1926 – Postal lending service extended to research institutions, universities, learned societies, and certain approved libraries.

1948 – Photocopy service introduced, and certain heavily used periodicals in the SML stock made non-loanable; this measure was aimed at relieving the pressure on the loans service.

1955 – ICST stressed the importance to the College of the SML, and proposed arrangements for the future of the SML and the conditions under which ICST and the SM might work together in the future on library matters.

1962 – National Lending Library for Science and Technology (NLLST), then recently established at Boston Spa, assumed responsibility for postal lending; but the SML continued to lend (as it still does) from its own holdings some material not held by the NLLST.

1966 – Work began on new building for SML, on a site within the ICST campus.

2.1 At the present time the principal national functions of the SML are:

(1) To provide reference facilities for the general public;

(2) to provide an information and bibliographical service available to all;

(3) to support the postal loan service operated by the NLLST, by lending from certain categories of SML stock material not held by the NLLST;

(4) to provide a photocopy service in respect of literature held in the four neighbouring institutions, namely: the SM, British Museum [Natural History] (BMNH), Victoria and Albert Museum (VAM), and, to a lesser extent, the Institute of Geological Sciences (IGS); this service is run on a joint basis with the NLLST, common pre-paid requisition forms being used by the SML and NLLST.

2.3 The SML is the working library of the SM and forms an integral part of the organization of that Museum. SM departments do not have their own libraries.

2.4 The SML is an integral part of the library system of the ICST, offering reference, loan, photocopy, information and bibliographical services to academic staff, research workers, postgraduates and senior undergraduates of the College. Additionally, the SML co-operates with the RCS Department of Chemistry in giving instruction and guidance, by way of formal lectures, to postgraduate students of the Department on the use of the scientific literature and of the bibliographical tools relating to their own subject and to subjects likely to be of peripheral interest. The SML is prepared to extend this service to include other scientific disciplines but feels that any proposals for extending such services should come from the ICST; meanwhile, guidance is freely given to individual students, irrespective of College Department, on an *ad hoc* basis, when specific requests for help are received in the SML.

2.5 In addition to performing the functions mentioned above, the SML provides a number of local services; these are:

(1) to serve as a supplementary literature source for staff of the three neighbouring museums, namely, the BMNH, IGS, and VAM;

(2) to operate a central photocopying unit for the SM, BMNH, IGS and VAM;

(3) to supplement the photocopy services available elsewhere to the Department of Education and Science (DES).

II Relations between the Science Museum and the Imperial College of Science and Technology

3.1 There is a record of long association between the SM and ICST. In so far as library matters are concerned, the SML's responsibilities to the College were formally set down in 1883 following consideration, by the Science and Art Department, of a report and recommendations made by a Committee of Advice and Reference set up by the Government to report on the educational collections of the South Kensington Museum.* The following extracts taken from a Minute dated 19th July 1883 are relevant:

> "My Lords have decided to make the following arrangements in regard to the above-mentioned Libraries:
>
> 1. The books relating to Science in the Educational Library to be amalgamated with the books brought from Jermyn Street, and formed into a Science Library, special facilities being afforded to the Professors of the Normal School to have out on loan such as they require.
>
> 5. The books . . . to be open to the public as at present, so long as there is room after providing for the students of the Normal School of Science".

A printed record of 1891 shows that since 1883 "the additions to the Library have mainly been confined to books on science, selected with special reference to the requirements of the professors and students of the Normal School, now the Royal College of Science".

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*This Museum was renamed the Victoria and Albert Museum in 1899; ten years later the Science Collections of the Victoria and Albert Museum were separated off to form the Science Museum.

3.2 Federation of the constituent colleges (including the RCS) into the ICST occurred in 1907 and it was in the following year that the existing RCS building was opened and the SML took up quarters which have remained at its disposal ever since; these comprise (at 1968) a reading room, ancillary offices and three book stacks. Additional storage, needed since the 1939–45 war to accommodate the increasing size of holdings of the SML, was provided first in the SM and, later, also in various stores made available by the Ministry of Public Building and Works (MPBW) at locations outside the Kensington area.

3.3 In the 1950s ICST was informed that it was to become a new centre of higher technological education and that this decision would involve expansion of the College to accommodate 3,000 to 4,000 students. Plans for expansion of the South Kensington site were considered and the continued future joint use of the SML by the SM and the public on the one hand, and by ICST on the other, was agreed.

3.4 In 1957 ICST communicated to the SM certain library recommendations, approved as College policy, which were based upon the assumption that the SML would in future be housed within the College site. These recommendations were extended and amplified by a College Sub-Committee in 1961 (see appendix 3.A) and they formed the basis for planning the accommodation required in, and services to be provided from, a new SML building. In view of the College's wish to demolish the existing RCS building to make way for a new Chemistry Block, it was agreed that an alternative site for the SML should be provided on the College precincts; it was subsequently agreed that the cost of this new building and of its library furniture should be met from the College's Jubilee Fund. The University Grants Committee (UGC) approved these proposals, and work started on the new building towards the end of 1966. Completion is forecast at July 1969.

3.5 All the implications of the College's requirements, as laid down in 1961 and detailed in appendix 3.A, have been accepted by the SML with one exception and one reservation; implementation will come into effect when the new building is occupied. The one exception concerns the second paragraph of appendix 3.A, section (iv), to which it has been answered that no formal commitment of that type could be entered into, bearing in mind the SML's national role as a support library to the NLLST. The one reservation concerns the statement which appears in the second sentence of appendix 3.A, section (ii), for whilst the SML is sympathetic in principle to the idea of longer opening, its implementation would require the provision of additional staff for the SML and this is a matter to be resolved with H.M. Treasury.

3.6 In passing, it is worth noting that although the SML continues to give a prompt and economical service for photocopies, as required under section (iii) of the College's 1961 requirements (see appendix 3.A), in practice ICST now makes practically no use of this service. This is probably due to the introduction of xerography as a simple copying process with a subsequent proliferation of xerographic machines throughout College Departments.

IV Collaboration between the Science Museum Library and the Imperial College of Science and Technology

4.1 The Keeper of the SML is not a member of the College Library Committee, but on occasion he has been invited to attend meetings of that Committee, in order to contribute to discussion on particular items figuring on the Committee's agenda of business.

4.2 The Keeper and Deputy Keeper of the SML are members of a joint ICST–SML Working Party which is convened by the Chairman of the ICST Library Committee, usually once a term, to discuss matters of common library interest.

4.3 An Assistant Keeper from the SML attends termly meetings of the ICST College Periodicals Group, when the possible need for particular new serial titles somewhere on the site is discussed; responsibility for acquisition, when deemed necessary, is mutually agreed.

4.4 Apart from these committee-type activities, collaboration at working level proceeds in a variety of ways: the SML supplies ICST with a carbon copy of all book and serial orders sent to Her Majesty's Stationery Office (HMSO), and reciprocally ICST supplies the SML with a catalogue card for each accession made to any one of the libraries of ICST. On occasions when duplication of literature (as between SML and ICST) occurs by purchase action, such duplication is a deliberate act governed solely by considerations of need for more than a single copy of a particular publication to be available on the South Kensington campus. Such duplication would only occur in the field of postgraduate or research literature, for the SML does not concern itself with the general supply of literature for undergraduates, this function being entirely the responsibility of the ICST libraries.

4.5 Book selection for the SML is now carried out entirely with the needs of ICST and the SM in mind; no acquisitions are made expressly for public users of the SML unless such works are thought to be also of possible value for members of the SM or of ICST.

4.6 The SML provides ICST with details of all new serial titles acquired so that the College's records of SML holdings can be regularly updated.

4.7 Any literature given to the SML which turns out to be duplicate and which is known not to be required by the NLLST, is automatically offered to ICST when it is thought that one of the College libraries might be interested in acquiring it by gift.

V New Building for the Science Museum Library

5.1 The existing portion of the RCS building, in which part of the SML is now housed, is scheduled for demolition in 1969/70 to make way for the completion of a new Chemistry Block for the ICST. To rehouse the SML, the College is providing a new building, on the campus adjacent to its own Lyon Playfair Library; the cost of this new building is being met from funds made available to the College by the UGC.

5.2 The apportionment of running costs has not yet been decided, but ICST has proposed that the SML should occupy the new building rent free, enjoying free lighting and heating and water services, with ICST responsible for external maintenance of the building. The MPBW might then assume responsibility for internal maintenance, and the Museum would continue to staff the Library and provide the book stock, giving free reference and loan and other services to the academic staff, postgraduate and senior undergraduate students of ICST. The Library would continue to discharge its traditional national library commitments, and to provide local and domestic services, as enumerated at paras. 2.2 and 2.5.

5.3 A building of some 82,000 sq. ft. in area, accommodated on six floors, has been planned to house under one roof the Library's staff and all literature holdings acquired up to 1985, estimated then to amount to nearly 900,000 volumes. Initially, however, the building will have only four floors giving an area of around 53,000 sq. ft., and housing some 524,000 volumes. The site area for the building is 0.39 acre.

5.4 The first stage of the new building is due to be completed in July 1969. The building will then contain two closed-access floors with material stored in Compactus shelving. Pneumatic-tube communication systems will be used to transmit readers' requisitions to stores, and moving conveyor belts will deliver material from closed-access stores to the main distribution point alongside the reading room. It is expected that material kept in closed-access stores should be available within 5 minutes of being requisitioned by a reader. A loud-speaker inter-com network will link these closed-access stores with the main enquiry point in the public area of the Library so that difficult identification problems can be resolved by two-way conversation between staff concerned in meeting a reader's request.

5.5 Above these two closed-access stacks will be two open-access floors, the lower (main) floor housing catalogues, abstracts, bibliographical reference works, etc., as well as the main reading room, current periodicals reading room, historic books reading room, microtext reading room, and a conference room equipped with visual aids. Above this floor will be another open-access one, housing the recent literature and providing carrel accommodation for readers. Both open-access floors will have peripheral reading places arranged along the east and south walls of the relevant areas.

5.6 Office and ancillary accommodation in Stage I will provide for an extensive photocopy service, and for a data-processing section of the punched card and punched tape variety; these are in addition to the provision for staff engaged in the normal housekeeping tasks of running a library. Staffing for Stage I of the Library will run to around 90 persons, excluding Cleaning and Warding Staff.

5.7 Stage II of the building will consist in the extension of the basement closed-access stack, and in the addition of two upper floors, both providing open-access conditions. Additional office accommodation will also be included in the Stage II development. It is thought that on present trends accommodation for literature in the new SML building (Stage I) will be fully occupied by about 1974; building work for Stage II development should thus begin in 1973 at the latest.

5.8 Some statistics regarding the new SML building are given at appendix 5.A.

VI Data Processing and Library Automation

6.1 The SML has recently introduced machine methods for some of its "housekeeping" operations and plans to extend the range of these as time goes on. At present, unit records for the Library's current serial titles are maintained on 80-column tabulator cards. The machine equipment installed in the SML for handling these tabulator cards comprises:

IBM 870 Document Writing System IBM 82 Sorter ICT Hand Punch.

Additionally the SML also has access, when required, to the following machines at the National Physical Laboratory (NPL):

ICT Interpreter IBM Tabulator ICT Collator ICT Reproducing Punch.

6.2 Collaboration between staff of the SML and of the firm of Friden Limited has resulted in the design of a sophisticated mechanical and electronic system to carry out a variety of operations associated with the preparation of SML catalogue cards, the weekly list of accessions, and select bibliographies. The equipment consists of a Friden Flexowriter (model 2201) with Selectadata auxiliary tape reader (model 2314). The system has already effected economies in time of professional staff, notably in the preparation of cross-reference and added entries for the catalogue, and in cutting down the amount of proof-reading necessary.

6.3 A valuable by-product, derived from the Flexowriter system as now developed, is a record of all new catalogue entries in punched paper-tape form; these are being stored against the time when the SML has access to an electronic computer. It is hoped that a working computer will be acquired by the SM as an exhibit in the public galleries, and that this machine will be used to process records for the SML. Depending on the size of the computer, and on the facilities which it will offer, there might be spare capacity on the machine to carry out similar tasks for other national libraries in the neighbourhood–the BMNHL, VAML and IGSL–and possibly the libraries of the ICST.

VII Staff

7.1 Overall administrative responsibility for the SML is in the hands of the Keeper of the Library, who is also concerned with all matters affecting future policy. Responsibility for the day-to-day administration of the various library services and facilities devolves on the Deputy Keeper, two Assistant Keepers, and one Senior Research Assistant, according to the following chain of command:

KEEPER

DEPUTY
KEEPER

Accessions
Exchanges
Binding
Book Stores
Stocktaking
Registry
Staff
Training
External
Relations

ASSISTANT
KEEPER

Reading Room
Enquiries
Loans
Photocopying
Stock Selection
User Instruction

ASSISTANT
KEEPER

Cataloguing
Classification
Library Publications
Stock Preparation
for Open Access

SENIOR
RESEARCH
ASSISTANT

Data Processing
Systems Analysis
Library Automation
Research and
Development

7.2 The complement of the SML for the Financial Year (FY) 1967–68 numbered 66 permanent and 4 temporary staff, all engaged full-time on library duties. In addition the SML has the services, as required, of Audio–and Copy-typists, Warders, Messengers, Manual Attendants and Office Cleaners, provided from the SM's complement. Establishments work including pay, as well as some other general matters, are dealt with by SM staff not included in the above categories and by headquarters staff of the DES. A list of the staff numbers and grades employed *wholly* on library duties is given at appendix 7.A. The four temporary staff are employed on duties connected with the reorganisation of stock for open-access conditions in the new SML building, and their number has been doubled for the FY 1968–69.

7.3 Staff concerned with library services and facilities can be divided by qualification into the following classes:

(a)	Good honours degree or equivalent standard	7
(b)	Pass degree or 'A' level	12
(c)	'O' level standard	30
(d)	Miscellaneous technical	14
(e)	Routine clerical	3
(f)	General manual	4

7.4 The distribution of staff according to function is shown at appendix 7.B. As a matter of policy, staff in the Research Assistant and Museum Assistant classes are not restricted to particular tasks within the SML but share duties over the whole ranges appropriate to the grades within those classes. For example, all Research Assistants do some cataloguing, classification, book selection, and enquiry work; and all Museum Assistants do duties in turn associated with loans, photocopy, stores, and general enquiry work. Staff employed in the other classes have particular duties to perform and the principle of mixed work does not apply to them.

VIII Expenditure on Library Services

8.1 Staff of the SML form part of the complement of the SM, and the Library and Museum share certain services provided from a common pool (e.g. audio–and copy-typing, messengering, warding and cleaning). The Vote for the SM in respect of salaries and wages for the FY 1967–68 was £513,000. Of this sum, £73,500 was spent on salaries and wages of staff employed wholly on library duties, and an estimated £3,500 covered the cost, in terms of wages, of those staff services provided from the common pool.

8.2 The photocopy service which the SML operates does not form a direct charge on the SM's Vote, apart from a component due to wages of staff involved. Photocopy work for *public* order is paid for in advance, usually by means of pre-paid requisition forms, the rates being such that overall only a small financial loss is suffered on such work; this loss is borne on the HMSO Vote. No charge is made in respect of photocopy work executed for Government departments, the cost of materials for such work being met by HMSO, and the salary component for labour from the SM Vote. An estimate of the contribution made directly by the public, through the purchase of photocopy requisition forms, towards the wages of staff engaged in photocopy work can be put at £2,200.

8.3 The overall salary cost of operating the SML during the FY 1967–68 can thus be reckoned as follows:

Salaries of staff engaged wholly on library duties	£73,500
Add: Salaries of staff engaged partly on library duties	3,500
	£77,000
Deduct: Portion of wages of staff providing photocopies for public order	2,200
Total SML salary and wages bill	£74,800

8.4 The cost of literature obtained for the SML by purchase is met from the Vote of HMSO, as also are costs associated with binding the current literature intake and rebinding older material. The HMSO Vote for the FY 1967–68 included sums of £24,200 for literature purchase for the SML, £10,800 for binding and £5,500 for rebinding. A special sum of £3,250 was also included for relabelling bound material which, when it goes on open-access in the new SML building, will be shelved according to a different arrangement from that adopted at the present time. Thus, if one ignores non-recurrent costs occasioned by the forthcoming move, an estimate of the contribution which HMSO made to stocking the SML in the FY 1967–68 would be:

Purchase of literature	£24,200
Binding current accessions	10,800
Rebinding older material	5,500
Total	£40,500

It should be pointed out that the figure for binding current accessions included work done on presented, as well as on purchased, material; it was divided almost equally between these two classes in the FY 1967–68.

8.5 Quarters at present occupied by the SML in the RCS building are provided rent free and are maintained almost entirely by the ICST; no charge is made by ICST for the heating, lighting and water services. The MPBW carries out some residual maintenance work in the RCS building and is also responsible for the provision and full maintenance of a large book-store at present used by the SML at Woolwich Arsenal but due to be given up by the end of 1969. Other accommodation for the SML which exists in the SM building is also maintained by MPBW.

8.6 Office machinery, and the cameras and other equipment needed for photocopy work, are all provided by HMSO; library furniture and shelving is provided by MPBW.

8.7 More has been said elsewhere (see paras. 3.1 to 3.6) regarding the relations which exist between the SML and ICST, and it will suffice, at this stage, merely to mention that with one exception all the various library services provided for ICST by the SML are available without charge; the single exception concerns the provision of photocopies, for which the rates charged are the same as those for the general public.

8.8 The total costs of running the SML in the FY 1967–68 may be summarised thus:

Salaries and wages	£74,800
Literature purchased	24,200
Binding and rebinding	16,300
	£115,300

IX Division of Library Costs

(a) Getting newly acquired material on to the Library's shelves

9.1 In terms of staff salaries the cost is estimated at £3,000 for the FY 1967–68. In arriving at this figure no account was taken of the cost of the acquisitions service itself, this being dealt with separately at paras. 9.16 and 9.17 below. Routine activities included in this costing were: cataloguing, classification, processing for shelving (including labelling), preparation of the *Weekly List of Accessions* (including proof reading but excluding typing), production and filing of catalogue cards and, finally, the shelving of the new material. In case it may be thought inappropriate to include in these activities the preparation of the *Weekly List of Accessions,* attention is drawn to the fact that, in the SML's case, cards for the Library's main catalogue are at present made up by drymounting on cards the printed entries cut from this *Weekly List.* In the new data-processing system being developed in the SML this arrangement will no longer apply, and the *Weekly List* will be derived automatically from a punched paper tape obtained as a by-product of the machine typing of cards for the SML's main catalogue. It is estimated that the new system will reduce the overall cost of producing catalogue cards and the *Weekly List* by around £500. Thus the cost of getting newly acquired material on to the Library's shelves would come down from £3,000 to about £2,500 per annum.

(b) Getting the books to the user, and reshelving them after use

9.2 This cost is estimated at £9,400, in terms of salaries and wages for the FY 1967–68, and is made up as follows:

Material required for consultation in the reading room from closed-access stores		£2,900
Material required for loan to:		
(i) SM users	£ 750	
(ii) ICST users	1,250	
(iii) NLLST registered borrowers	4,380	
(iv) NCL	60	
(v) Others	60	
		£6,500
Total costs involved in handling material before and after use		£9,400

This total cost figure includes only appropriate proportions of salaries and wages of staff who, though they are stationed throughout the day in the reading room or bookstacks, are engaged during part of their time on other tasks not connected with getting books to the user and returning them to the shelves after use.

(c) Photocopy service

9.3 The cost, in terms of salaries, of the complete photocopy service for the FY 1967–68 was £10,500; this included work involved in the sale of pre-paid photocopy requisitions which can be used either at the NLLST or at the SML. A sum of £600 would be a reasonable assessment of the value of this service provided by the SML on behalf of the NLLST. Thus the effective cost to the SML of operating the photocopy service was say £9,900. The sale of photocopies to the public during the same period brought in £3,930, for a volume of work almost exactly equal to that done free for Government departments in respect of Photostat and Xerox work, but appreciably greater in respect of microform work. Of the income of £3,930 from the sale of photocopies to the public, £2,200 is a contribution towards the cost of salaries and wages of staff in the photocopy section (see para. 8.2 above). The net cost of running the photocopy service is therefore £7,700.

9.4 The overall cost of producing a Photostat negative in the SML is roughly twice that for Xerox copy. As a general principle the SML photocopy service only provides Photostats in cases where: (a) the document to be copied is too large to be accommodated on a Xerox 914 Office Copying machine, or (b) the Xerox 914 machine is overloaded with work and there is spare capacity on the Photostat cameras.

9.5 In cases where good reproduction of half-tone illustrations is specifically requested, Photostat positives are provided since Xerox copies are unsuitable; the cost to the customer is then twice that for a Xerox copy or for a Photostat negative. In general, photocopies are despatched to the customer by post; and in so far as Xerox and Photostat copies are concerned, delivery is made within a week of the receipt of the order. Orders for microfilm take somewhat longer, up to one month, as chemical processing is not done in the SML but at the Public Record Office. Details of the charges for photocopies are to be found at appendices 9.A and 9.B.

9.6 As a matter of policy the SML provides positive microfiches to customers, retaining the corresponding negative microfiches in its own stock. This policy results in the SML having a duplicate copy in microfiche form which is always available in the SML for reference even when the original document may be on loan. The provision of second (and subsequent) microfiche positives can be made very quickly from this SML stock of microfiche negative masters, the cost to the photocopy service in such cases being very much less than the normal one.

Several microfiche orders received to date have been for the copying of complete out-of-copyright books. Eventually the SML intends to publish a list of the out-of-print book titles which have been copied in microfiche and from which further duplicate copies can be supplied to order. It is thought that this service will prove of use to librarians and scholars, particularly in view of the fact that out-of-print works will thus be made available at a reasonable cost, whereas the demand might not be sufficient to justify commercial reprinting by conventional methods.

9.7 The SML microfiche service has only been in operation for one year, but already the demand for microfiches shows signs of growing rapidly, probably soon outstripping the demand for microfilm. The scale of charges, introduced when the service was inaugurated a year ago, was agreed with HMSO on a provisional basis; it will be reviewed in a year or two from now, when the service has become better known and when it is possible to estimate likely trends for future demand. All that can be said at the present time regarding expenditure and income is that the microfiche service suffered an estimated loss of around £50 for the FY 1967–68 (in terms of materials and staff time) but offset against that loss should be the value to the SML of having a duplicate holding in microfiche available for reference use and further replication to meet public orders.

(d) Research

9.8 A research and development section was set up in the SML at the beginning of 1965 when one member of staff was given responsibility, on a half-time basis, for investigating the possibility of adopting mechanical and electronic methods for carrying out some of the "housekeeping" routines of the SML. At the end of 1966 this work became a full-time responsibility for the staff member concerned; detailed specifications were drawn up for data-processing machinery which was ordered in 1966 and delivered in March 1967. It was not until the late summer and autumn of 1967 that staff were appointed to operate the new equipment.

9.9 Mention was made earlier (paras. 6.2 and 6.3) of development work that has gone on during the past two years aimed at mechanising several of the routines associated with the cataloguing side of the SML. The system now devised for this group of activities is the outcome of joint efforts on the part of staff of the SML and of the firm of Friden Limited. The firm has given freely of its staff, and expert knowledge, and the only cost of the operation has come from the contribution, by way of salaries, of all SML staff who have been drawn into such work on a part-time basis. An estimate of this sum is £400.

9.10 During the FY 1967–68 the amount of time spent on research activities has been cut down owing to other calls on staff, mainly associated with preparations for the eventual move of SML stock to the new building. Had it not been for these special duties, the amount of staff time spent on research work during the FY 1967–68 would probably have amounted, in terms of salaries, to about £1,200.

(e) Publications

9.11 Details of the SML publications in print at the present time are given at appendix 9.C. The *List of Accessions* (published monthly) and the *Bibliographical Series* (irregular) are used extensively as exchange material, the other three publications less often.

9.12 SML publications are printed and sold by HMSO. SML responsibility extends no further than to producing "copy" and to proof reading. Higherto, the production of "copy" for book catalogues has been a tedious process involving editing and transcription from existing catalogue card entries, followed by typing and proof reading of the "copy", and of subsequent galley and page proofs. It is estimated that such work cost £1,700, in terms of 1960 salaries of all staff involved, for the subject book catalogue *Books on the Chemical and Allied Industries.*

9.13 The new system now being developed in the SML for the production of catalogue cards will give, as a by-product, a punched paper tape which can be used when required: (a) to provide final "copy" ready for direct photography in order to produce the "master" copies required for offset lithographic reproduction; or (b) to feed directly into an electronic computer for automatic typesetting. The next title in the SML's series of subject catalogues *(Books on the History of Science and Technology)* will be produced by one or other of these methods; discussions are at present taking place with HMSO in this connection. It would be premature to try and estimate costs for either of these proposed methods.

(f) Acquisitions

9.14 The SML acquires material in three ways: by purchase, presentation, and exchange; there is no legal deposit. Separate records are not kept which would enable a count to be made of the number of volumes received by presentation and of those acquired by exchange, but it is estimated that these are roughly equal in amount. All that can be said is that the value of material coming in through both channels far exceeds that of the material sent out by way of exchange; an estimate of the value of material received by presentation or exchange is some £11,500; the notional cost of material provided in exchange is little more than £1,300.

9.15 Figures for the number of items received during the FY 1967–68 are:

	Books (volumes)	**Periodicals** (complete volumes)	**Microfiches**
(i) by purchase	1,228	1,618	–
(ii) by presentation and exchange	1,878	1,499	10,977
	3,106	3,117	10,977

9.16 Salaries of staff engaged in the various aspects of acquisitions work (including book selection, clerical work associated with ordering through HMSO, checking and recording material received) amounts to £8,800; this sum can be divided into £4,300 in respect of purchased material, and £4,500 for presented and exchanged material.

9.17 The HMSO Vote for the FY 1967–68 included a sum of £24,200 for the purchase of material for the SML. Taking all these figures into account, the following costs can be assigned for acquisitions:

(i) by purchase	
HMSO Vote	£24,200
Add: salaries	4,300
Total	£ 28,500
(ii) by presentation and exchange	
Salaries	£ 4,500
Add: cost of material provided in exchange	1,300
Total	£ 5,800

(g) Enquiry service

9.18 The SML maintains an enquiry service which aims at: (i) providing on request lists of references to a specific subject; (ii) assisting readers to make literature searches; (iii) identifying particular publications where only inadequate references are available; and (iv) giving information regarding the location of portraits of sceintists and engineers of note, irrespective of nationality, and dealing with requests for other illustrative material in the fields of science and technology.

9.19 Enquiries are received from individual members of the public and from organizations at home and abroad. The following broad categories of organization can be recognised:

(a) universities and other centres of higher education (academic staff and students thereof);

(b) learned institutions (on behalf of their members);

(c) commercial firms with activities in science and technology;

(d) publishers and authors;

(e) producers of radio and television programmes.

9.20 The cost of operating the SML enquiry service is estimated at £2,900 per annum, a figure which takes no account of the general help that is given to any reader who needs assistance in using the Library's catalogues, the reference works, abstract journals, and other literature sources.

9.21 Further details regarding the enquiry service are given in paras. 14.30 to 14.35.

(h) Binding

9.22 The HMSO Vote for the FY 1967–68 included a sum of £16,300 for binding and rebinding; salaries of SML staff engaged in preparing and checking material before and after binding is estimated at £4,700. The total cost attributed to binding is thus £21,000.

(i) Summary

9.23 The following is a summary of the costs, as required by the NLC, of certain library activities in the SML for the FY 1967–68:

(a)	Getting newly acquired material on to the Library's shelves (para. 9.1)	£3,000
(b)	getting the books to the user, and reshelving them after use (para. 9.2)	9,400
(c)	photocopy service (para. 9.3)	7,700
(d)	research (para. 9.9)	400
(e)	publications	–
(f)	acquisitions (para. 9.17)	
	(i) purchase	28,500
	(ii) presentation and exchange	5,800
(g)	enquiry service (para. 9.20)	2,900
(h)	binding (para. 9.22)	21,000
		£78,700

X Stock

10.1 The SML holdings fall into two main categories:
(a) bound volumes (books, serials, patents and newspapers); and (b) microforms (microcards, microfiches, and a very small collection of microfilms).

10.2 The size of the holding of bound material, given in the following table in feet run of occupied shelving, is derived from approximate measurements made in 1965 to which have been added measurements for the accessions received since that time to April 1968. The figures relate to open and closed-access lengths, in the present reading room and in the stacks respectively.

	Open Access			Closed Access		
	8vo	4to	F & FF	8vo	4to	F & FF
Books	300	75	100	6,500	1,200	300
Periodicals	550	825	50	16,000	7,900	1,100
Patents	–	–	–	–	4,600	100
Newspapers	–	–	–	25	–	275
Totals	850	900	150	22,525	13,700	1,775

Individual total linear feet of shelving occupied by the different sizes of material are:

8vo	23,375
4to	14,600
F & FF	1,925

giving an overall length of shelving occupied at April 1968 of just under 40,000 linear feet (approx. 7½ miles).

10.3 The SML map collection takes up 65 linear feet of shelving, and is kept on closed access.

10.4 All the SML microform holdings are kept on closed access, and housed in nests of drawers. The equivalent lengths of occupied shelving, expressed in linear feet, for this material would be:

Microcards (size 5" x 3")	70
Microfiches (size 6" x 4")	80
Total	150

10.5 In the new SML building a much larger proportion of the Library's holdings will be on open access. The intention is to have all the post–1945 serial publications and all the post–1900 books on open access, but to keep the British patent specifications on closed access irrespective of date of publication; the map collection and microform material will also remain on closed access. An estimate of the division of the SML holding of bound material in the new building at the time of occupation (August 1969), in linear feet of occupied shelving is as follows:

	Open Access			Closed Access		
	8vo	4to	F & FF	8vo	4to	F & FF
Books	5,000	925	400	2,000	425	25
Periodicals	6,750	4,400	225	11,000	4,900	950
Patents	–	350	–	–	4,450	100
Newspapers	25	–	–	–	–	275
Totals	11,775	5,675	625	13,000	9,775	1,350

Individual totals for the different sizes of material will thus be

8vo	24,775
4to	15,450
F & FF	1,975

giving an overall length occupied at August 1969 of 8 linear miles of shelving.

10.6 It is the custom in the SML, for statistical purposes, to count pamphlets at the rate of ten pamphlets to a bound volume. On this basis the total number of volumes held in the SML was estimated as being 396,000 at the end of 1967, of which 6,000 volumes were unbound. Included in this figure are some 17,000 volumes of British patent specifications. The total number of periodical titles held was 19,000 of which almost 5,000 are current. The microform holdings were estimated at 45,000 microcards and 28,000 microfiches; in addition the SML had 45 microfilm reels.

10.7 All the above items are recorded in the SML catalogue either as separate entries or, in the case of periodicals, as one or more main entires covering each title. Microforms may be either separately catalogued or treated as serials, the greater portion coming within the latter category.

10.8 There are no arrears of cataloguing in the SML at the present time.

XI Annual Additions to Stock

11.1 As explained in para. 9.14 above, the records kept in the SML do not allow of a precise breakdown as between printed material acquired by donation and that by exchange, but only of the total number of volumes received for which no direct payment has to be made. On the other hand, all microfiches received come within the category of donated material.

11.2 Acquisitions for the FY 1967-68 can be broken down as follows:

	Volumes	Microfiches
(a) by purchase	2,846	–
(b) by legal deposit	–	–
(c) by donation and exchange	3,377	10,977
Totals	6,223	10,977

11.3 Figures showing the annual additions to stock over the FYs 1963-68 are given in appendix 11.A.

XII Withdrawals from Stock

12.1 From 1959 to 1962 a careful scrutiny was made of all serial holdings in the SML, with a view to deciding which titles should be transferred to the NLLST when that organization became operational in 1962, and which titles should be retained in the SML for the benefit of the South Kensington Museums, of the ICST, and of the general public. Since that time, no significant changes have been noted in the quality or content of the periodicals retained by the SML (or for that matter of others acquired since 1962), neither has the SML had occasion to shed any responsibilities for particular subject coverages. In consequence, it has not been necessary to withdraw any serial literature from stock since 1962.

12.2 Apart from certain books on agriculture, forestry and veterinary science passed to the NLLST in 1963, it has not been found necessary to make any further withdrawals of books from the SML stock.

12.3 There are two further classes, although not coming strictly within the definition of withdrawals from stock, which might be mentioned under this heading, namely: (a) material which is received by donation and which is found to duplicate material already in the SML; and (b) gifts of material which are found on examination to be outside the scope of the SML. In the case of (a), such items are offered in sequence to: (i) departments of the SM (if appropriate); (ii) the Lyon Playfair Library of the ICST; and (iii) any other library thought to be interested (e.g. a specialist library, or the library of a new university). In the case of (b), such material is passed to the NLLST, if appropriate, and if not, then the procedure followed is that outlined at (ii) or (iii) above.

12.4 From time to time the SML receives material, originally in the Patent Office Library (POL) but now surplus to the requirements of the National Reference Library of Science and Invention (NRLSI), which has been passed to the SML via the BML. Any material received from this source which is not required for the SML is passed automatically to the NLLST.

XIII Acquisitions Policy

13.1 There is bound to be an appreciable measure of duplication of material in the holdings of the SML, NLLST, and NRLSI, for almost all *new* material acquired for the SML would probably also be present in the other two libraries. The SML policy on the acquisition of new material, a policy which has been followed since 1962 when the NLLST became operational, has centred around meeting the essential and immediate needs of the SM and of the ICST, by attempting to provide in South Kensington those items which are in great demand locally and for which speed of access is a prime consideration. It was deliberate policy, at the time the SML stocks were split to form a nucleus collection for the NLLST (i.e. in 1961 and 1962), to pass over to the NLLST responsibility for the collection of literature printed in the less common foreign languages (including Russian, Chinese, Japanese, many European and all Asian languages). Only in the field of the history of science and technology does the SML continue to aim at complete serial literature coverage, irrespective of the language of publication. The same policy applies in principle to the acquisition of books and monographs on the history of science and technology; but in practice the SML is far more selective here, since many such foreign-language publications are not primary works of scholarship but rather derive from primary publications in English, French or German.

13.2 Some of the duplication and non-duplication of material which existed as between literature held by the SML and the former POL was a direct result of the separate functions of these two organizations: the SML served a country-wide need over a broad subject area, whilst the POL served a need far more localised and centred mainly around invention. Thus mathematics and the biological sciences were covered by the SML but not by the POL. As a direct consequence of this, the SML has far superior holdings in these subjects than the new NRLSI (which has grown out of the POL), except in respect of literature published within the past few years. A notable example of duplication of material is that which exists in the patent literature field, the SML and the NRLSI both having a complete set of British patent specifications; the SML collection is of considerable research importance for staff of the SM, and it continues to serve as a source for postal loan, by collaboration with the NLLST; the NRLSI collection meets the needs of the patent fraternity which tends to be highly concentrated in the Chancery Lane area.

13.3 Almost all the material acquired by the SML is of postgraduate level and is selected with a view to meeting the needs of the staff of the SM, and to providing an effective service for the academic staff, research and postgraduate students of ICST. It is not possible, in practice, to make clear distinctions between material acquired solely for the SM and that acquired for the ICST, since both institutions have many interests in common. For example, ICST has a Department of the History of Science and Technology, which not only covers the whole range of the SM's subject interests but extends beyond those interests into the fields of biology and geology. Again, SM officers need to keep up to date with modern developments in science and technology which relate to their own subject specialities, and they are therefore almost as much interested in current book and periodical literature as are members of the academic staff of the ICST.

13.4 SM staff are not primarily concerned with the biological and earth sciences, though they cannot remain indifferent to some aspects of those subjects particularly where fringe interests exist between them and other sciences. Particularly is this the case, for example, in the fields of biochemistry, biophysics, microscopy, geophysics, oceanography, and physiology, all of which come within the orbit of the SM collections. Nevertheless, the close geographical proximity of the BMNH and of the IGS, both with specialist libraries which are freely available to Science Museum staff for reference purposes, must and does have a direct bearing on the present acquisitions policy of the SML, more particularly in respect of book as opposed to serial coverage, and in so far as acquisition by purchase (as opposed to donation) is concerned. Staff of ICST who work in fields covered by those two Institutions also have access to the associated library collections, though they do not, perhaps, enjoy extensive borrowing facilities. The lack of borrowing facilities from the BMNH and the IGS may, however, often be compensated by way of the provision of photocopies which the SML service can prepare from the literature stocks of those particular libraries. Taking all these factors into consideration, the SML feels that it would not be right to aim at the same extent of literature coverage in the biological and earth sciences as it does in the mathematical, physical, chemical, and engineering sciences. The ICST is well aware of these considerations, and adapts its own acquisitions policy accordingly.

13.5 Close collaboration exists between the libraries in the South Kensington area with a view to eliminating, as far as possible, all unnecessary duplication of literature. The procedures adopted jointly by the SML and ICST have already been referred to (see paras. 4.3 and 4.4 above). There is not the need for such formal arrangements in respect of the SML, VAML and libraries of the BMNH, but staffs of these libraries keep in touch with one another and consult whenever it is felt that there is a danger of possible unnecessary duplicate acquisition. On the whole it is largely in the field of bibliographical reference material that such questions arise, and in those cases the sheer high cost of the material concerned alone makes it desirable to consult with one's fellow librarians before committing an institution to an expenditure item which may perhaps run to several hundreds of pounds.

13.6 The Keeper of the SML, as a member of the staff of the SM, is fully aware of all developments planned for that Museum, some of which might affect library acquisitions policy. As already pointed out, the Keeper is not a member of the Library Committee of the ICST, and is not thereby always in a position to have early knowledge of any proposed faculty developments in the ICST, which might have implications on future acquisitions policy for the SML.

13.7 The bulk of the selection side of the acquisition work in the SML is administered by one of the two Assistant

Keepers, whilst the ordering and exchange side comes under the Deputy Keeper who also deals with presentations. Knowledge of new publications is derived from national and other comparable bibliographies, reviews, publishers' blurbs, and personal recommendations; and in the case of the history of science and technology, routine searches are also carried out in critical bibliographies to identify new publications missed by the normal scanning procedures.

13.8 Broadly speaking, English-language material is selected on a subject basis, the work of selection being apportioned according to the various subject specialisations of senior staff of the SML; in the case of foreign-language material, selection work is delegated to senior staff according to their language specialisations. The terms of reference for selectors are to cater for SML and ICST needs (but not to be concerned with the field of management studies), giving roughly equal emphasis to the two classes; this procedure results, of course, in the development of a collection of literature which is of value also the general public for reference purposes though it is not designed with their specific requirements in mind. All selections for purchase action are reviewed and co-ordinated by the Assistant Keeper who is responsible for general budgetary control. The SML also keeps an eye on the availability of older literature, principally through sale catalogues and catalogues of antiquarian booksellers; a separate sum of money (£700 for the FY 1967-68) is included in the Vote for purchase of this type of material.

13.9 Books and monographs of postgraduate level in science and technology (with a strong bias towards the mathematical, physical, chemical, and engineering sciences) are bought with the ICST needs in mind; and special attention is paid to good quality periodicals in which high-level research is reported. The SML does not now, as it did prior to the setting up of the NLLST, go in for extensive holdings of trade periodical literature covering science and technology. The SML holdings in this field were mostly transferred to the NLLST in 1962, and the SML is now content to depend for any particular needs in this field either on the holdings of the NLLST (for loan) or on those of the NRLSI (for reference); but in so far as the needs of historians of science and technology are concerned, the NRLSI restriction on length of holdings according to date of publication renders the trade periodical literature collection of that library of use only in respect of recent material.

13.10 In relation to conference literature, the same principles of selection apply as for any other type of material, but because of prohibitive costs the major proportion of conference literature has now to be left to NLLST to acquire. However, special effort is made to purchase the principal international conference reports, especially those which are of interest to SM staff. ICST policy regarding conference literature in general is understood to be aimed at acquiring only those reports which are of direct interest to ICST departments and which are not available in the SML.

13.11 A considerable portion of the SML holdings, serials as well as monographs, has been acquired over the years by presentation and has resulted from a deliberate "begging" policy on the part of the SML. During the calendar year 1967 a total of 2,036 serial titles were acquired by purchase and 2,908 by presentation and exchange; and whilst 1,096 books were purchased, a total of 1,609 books and nearly 11,000 microfiches were presented. Relevant figures covering the past five FYs are given in appendix 11.A.

13.12 In passing it is of interest to note that the 4,944 serial titles taken by the SML in the calendar years 1967 are found to be sufficient, according to a survey carried out by the NLLST, to meet over 90 per cent of the demand for scientific and technological serial literature, as judged by the pattern of loan requests received at the NLLST.

13.13 All purchases for the SML are made through, and by, HMSO. This is not entirely a satisfactory situation, for at any one time the SML has no reliable knowledge of how its expenditure is running, and must rely on a large measure of intuitive guesswork in order to contain its expenditure within the annual purchase Vote. In practice it is necessary to work on the rough assumption that material ordered in the calendar year will be paid for in the associated *financial* year. The present purchase procedure through HMSO relieves the SML of some clerical and accounting work, but on the whole it is felt that if such were handled locally, the SML would gain greatly from speedier delivery of new material and from having a better knowledge of its current expenditure.

13.14 The HMSO Vote for the FY 1967-68, for literature purchases on behalf of the SML, was £24,175. At the request of H.M. Treasury the estimate submitted each year, in respect of the purchase of literature for the SML for the ensuing year, has to be presented in a form which shows the sums of money required for purchase, arranged under five different categories of material. There are no restrictions, however, on the proportions of the Vote which, in the event, are spent on these five divisions. A detailed breakdown of the Vote for the FY is as follows:

Serial literature	£16,520
Books and monographs	5,490
Reports of conferences	838
Source works in the history of science and technology	684
Special items	643
	£24,175

The Vote for the purchase of serial titles is based on a *precise* knowledge of the total cost to be incurred each year, this figure being reduced by ten per cent to take account of the average discount which HMSO enjoys as a publisher. The Vote for the purchase of books, monographs and reports, is based on the Vote for the previous year which is adjusted:

(a) on the bases of HMSO forecasts of price rises (or reductions) likely to be experienced in the year in question;

(b) to take account of any trends in the overall volume of publications, as revealed by figures published annually in *The Bookseller.*

3.15 The policy adopted over the years by the SML of obtaining material by presentation and exchange has saved the country a considerable sum of money which would otherwise have been needed for the purchase of literature: and even after making allowance for the clerical costs involved in such operations, the overall savings must be considerable. In the FY 1967-68 the SML received some 2,900 serial titles and some 1,600 books or monographs by donation or exchange, the value of which might perhaps be put at around £11,500.

3.16 In cases where priorities of choice had to be made in the past, owing to shortage of funds for purchase, preferential consideration was given to the acquisition of material in subjects of common interest to the SM and ICST, so that in effect cuts were made in the purchase of material acquired primarily for the postal loans service. Currently the SML aims to maintain a balance between the interests of the SM and of the ICST; savings have been made in the recent past in respect of the non-purchase of conference reports (see para. 13.10 above) but there is now virtually no scope for further savings in this respect.

3.17 At the request of the Standing Conference of National and University Libraries (SCONUL) the SML has agreed to develop a collection of literature, architectural briefs, plans, etc., relating to new library buildings of national or university status at home and abroad. Although this subject might not be thought to come within the scope of the SML, there is good justification for this action in that there is every likelihood that the Architectural Association's School of Architecture will shortly be taken over by ICST as a fourth constituent organization within the College.

XIV Science Museum Library Services and their Use

(a) Loans

14.1 The following categories of SML stock are *not* available for loan to any class of user, but are freely available for consultation in the reading room of the Library:

(a) abstract journals;

(b) national and other bibliographies;

(c) catalogues of library holdings at home and abroad;

(d) standard reference works;

(e) U.K. atomic energy reports and U.S. atomic energy and other research reports in microfiche or microcard form.

14.2 Apart from these restrictions, staff of the SM and of neighbouring museums are free to borrow any works held by the SML.

14.3 ICST academic staff, research and postgraduate students, and third-year undergraduates working on special projects, have the same facilities as staff of the SM, save that additionally the following categories of stock are not as a *general rule* available for loan:

(f) periodicals published in 1850 or earlier;

(g) books published in 1900 or earlier;

(h) manuscripts, maps, plans and portraits.

In the case of College staff and students working in the historical field, some relaxation of these restrictions is possible, particularly in respect of categories (f) and (g) above.

14.4 As from 1962, when NLLST assumed responsibility for the postal loans service, the SML has not accepted *direct* applications for loans from members of organizations on the NLLST list of approved borrowers. Requests which cannot be satisfied by the NLLST from its own stocks and which are thought likely to be met by the SML are normally forwarded by the NLLST to the SML; if the material is available in the SML, then it is lent directly to the requestor. In such cases, however, the following categories of stock are non-loanable, in addition to those already specified:

(i) periodicals published in 1965 or later;

(j) books published in 1963 or later.

14.5 Students (except those at ICST) are advised to ask their College or University Librarian to make application on their behalf to the NLLST. Alternatively, students may submit their own requests at a local public library; these requests are then normally passed through the National Central Library (NCL), which may pass them on to the SML if no copies of the items required are available from other sources.

14.6 Individual members of the public, who have no connection with any organization on the NLLST list of approved borrowers, may also submit their requests through their local public library and enjoy the same facilities as those mentioned for students in para. 14.5 above.

14.7 Figures for the number of loan requisitions received in the SML from all sources during the FY 1967-68 are:

	Requisitions received	**Requisitions satisfied**	**Percentage success**
SM	4,169	4,022	96
ICST	7,013	6,374	91
NLLST approved borrowers	32,233	12,059	37
NCL direct application	290	144	49
Others	497	142	28
Totals	44,202	22,741	51

14.8 Attention needs to be drawn to the impact on the SML loans service of requisitions forwarded from the NLLST. Very much more search work is carried out by SML staff, in the SML catalogue and elsewhere, in respect of this category of requests than might be supposed on the basis of the percentage success figure recorded—37 per cent. The work involved in meeting SM and ICST requests is far more a case of just getting items off the shelf, for SM and ICST users largely submit requisitions only for material listed *in* the SML catalogue, and all requisitions must have the relevant SML shelf-marks recorded thereon; the failure rates (4 per cent for SML and 9 per cent for ICST users) are accounted for almost entirely by relevant material being on loan elsewhere (the prime reason) or at the bindery, when it is requisitioned.

14.9 ICST loan requests account for 16 per cent of the *total* number received from *all* sources; but if the "national" loan commitment of the SML (i.e. that to the NLLST approved borrowers and to NCL) is discounted, then ICST demand accounts for 60 per cent of the "non-national" requests received in the SML, the quota for SM demand is 36 per cent, and that from the other South Kensington users is 4 per cent. It should be mentioned that the proportion of SM loan requisitions received would be much greater were it not for the fact that SM staff have direct access to all bookstacks and can get photocopies made from SML material without going through the loans-requisition procedure.

14.10 An analysis of loan requests received over a two-week period from 28 November to 11 December 1967 shows how these requests were divided in respect of books and serials:

	Books	**Serials**	**Total**
ICST users	94	198	292
NLLST approved borrowers	121	468	589

14.11 A summary of the loan requests received from all sources, and of the numbers satisfied, during the FYs 1963-68 is given at appendix 14.A.

(b) **Photocopy**

14.12 Figures contained in the Progress Report of the NLLST for 1967 make it clear that the SML contributed 45 per cent and the NLLST 55 per cent to the photocopy output of these two organizations which offer a joint service using the same pre-paid photocopy requisition forms.

14.13 Details of the output of the SML photocopy section for the FY 1967-68 are:

	Public order	**Total Output**
Photostat sheets	21,487	43,963
Xerox sheets	59,141	116,040
Microfiches	470	646
Microfilm frames	7.792	10,411
Enlargements from microforms	1,551	1,565

A maximum of 30 frames can be contained on a single microfiche. The SML microfiche service started in March 1967 and already is showing a rapid growth rate.

14.14 In the FY 1967-68 a total of 172,100 sheets of photocopy or frames of microfilm were produced; of this number, 90,000 were produced for payment by the public and 82,100 were for Government departments (the SM, VAM and DES orders are included in this category).

14.15 A total of 646 microfiches were prepared during the FY 1967-68, of which 470 were for payment. The number of pages reproduced per microfiche varies, but in general is not far short of the maximum possible. On the basis of an estimated average of forty pages (or twenty frames) per microfiche, the total number of pages photocopied on microfiche during the FY 1967-68 works out at 25,840, of which 18,800 pages were provided for public order and 7,040 pages for Government departments.

14.16 As mentioned in para. 2.2 (4), the SML provides photocopies on demand from material in the VAM and in the library and departments of the BMNH. A survey covering two weeks in December 1967 showed the following percentage distribution by location of material called on to meet photocopy orders executed by the SML service:

	Public orders	**Government departments**	**Total orders**
From SM and SML	60	42	52
From VAM and VAML	13	12	13
From BMNH and BMNHL	27	46	35

No work involving material in the IGS was noted in the period of the survey; orders received for the copying of material in the IGS are irregular in frequency, and in total do not account for more than a small proportion of the total calls on material in neighbouring museums. Figures supplied by the BMNH show that during 1967 the SML photocopy service provided the BMNH with some 2,500 sheets of Xerox from material in their own collections; furthermore, a total of 2,145 items were made available by the BMNH for photocopying, to meet orders received by the SML which could not be satisfied from SML holdings.

14.17 The following table shows the source of photocopy orders received by the SML during the FY 1967-68, the figures recorded relating to photocopy requisitions; it must be stressed that in the case of Government departments (including the SM and DES), only one requisition form is required per order, irrespective of the number of pages to be photocopied. ICST and public orders, on the other hand, have to be accompanied by an appropriate number of pre-paid requisitions forms determined according to the amount of work to be copied; further details are to be found at appendices 9.A and 9.B.

	Requisitions received	Requisitions satisfied	Percentage satisfied
SM and DES	1,857	1,857	100
ICST	14	14	100
Public orders	20,443	18,888	92
Government department orders	2,588	2,275	88
	24,902	23,034	92

14.18 A summary showing the output of work from the photocopy section over the FYs 1963-68 is given at appendix 14.B.

(c) **Reference**

14.19 The reading room is open to the public from 10 a.m. to 5.30 p.m. on weekdays (including Saturdays) but is closed on Sundays, Good Friday and Christmas Day, and at Bank Holiday weekends. Casual visits to the SML are possible without formality, but those wishing to use the reading room regularly are expected to apply for a ticket. ICST users are issued with tickets, provided their applications are supported by the appropriate head of department in the College.

14.20 The SML is sympathetic to the wish of ICST for later opening hours of the reading room, for the benefit of College students; however, the present staff complement does not permit of any extension of opening hours unless additional staff are agreed by H.M. Treasury. When the SML has moved into the new building and has all its holdings under the one roof, the staffing position will ease slightly, but an increase in the SML complement will still be necessary before any appreciable extension of opening hours can be made. Action to this end will be taken in the preparation of staffing estimates for the FY 1969-70.

14.21 Visitors to the SML are expected to sign a Visitors Book on entering the reading room, and most though not all visitors do so on their first visit of the day, but generally not again if they make a subsequent visit during the same day. On the whole, staff of the SM are not in the habit of signing the Visitors Book. Thus any statistics derived on the basis of signatures occurring in that Book cannot be regarded as giving accurate values; they are necessarily an under-estimate, but nevertheless probably represent a fair cross-section of SML users, if one excludes the category of SM staff.

14.22 The number of visitors to the reading room during the FY 1967-68, based on a count of signatures, was 20,183. As might be expected, the pattern of use varies throughout the year, being particularly heavy during university terms and much lighter during vacations; there is also a marked difference in use as between weekdays (Mondays to Fridays) and Saturdays, both in numbers and in category of user. Average weekday signatures run to some 100, whereas on Saturdays the average figure is only about 30.

14.23 An analysis of records relating to two four-week periods, in August and November 1967 respectively, gave the following use by ICST staff and students as a percentage of the total:

	Monday to Friday inclusive	**Saturdays**	**Mon. to Sat. inclusive**
August	65	31	64
November	80	40	77

An average for these two four-week periods, taken together, works out at 72 per cent ICST use, a figure which is much the same as that derived from a similar analysis carried out for the whole of the calendar year 1966.

14.24 No figures exist to show how much use is made of current issues of the 500 serial titles which are kept under *open-access* conditions in the reading room, but observation shows such use to be heavy; it may vary from quick scanning of a number of issues to prolonged perusal of a single issue. There is no doubt that much use of this material is made by ICST users and by SM staff, for keeping up to date with developments in their own subjects.

14.25 The total number of requisitions handed in at the counter in the reading room, for material kept in store, amounted to 14,523 in the FY 1967-68, of which the SML was able to satisfy 13,636 (or 94 per cent). The difference between these two figures is accounted for almost entirely by: (a) items being on loan at the time they were requested (5 per cent); and (b) items being away at the bindery (1 per cent). Corresponding figures for the FYs 1963-68, in respect of the number of visitors, requisitions received and requisitions satisfied, are given at appendix 14.C. Certain members of the public, in the information officer category, are allowed direct access to the book stacks; they include, for example, members of the editorial staff of the *Zoological Record*, who have their offices in the BMNH and who spend about 180 hours a year in the SML. Such persons enjoy virtually the same facilities in the closed-access stacks as do SM officers, and they do not need to apply on the normal requisition forms for any works which they may wish to consult.

14.26 It is not possible to judge how many reading room requisitions came from ICST users, but if one assumes that such requisitions can be assigned in the same proportion as the signatures found in the Visitors Book (possibly a widely erroneous assumption), then we can reckon that roughly 9,800 reading room requisitions from ICST users were satisfied in the FY 1967-68.

14.27 A recent survey, based on requisitions submitted for material not available on open access in the reading room of the SML but required by the public for reference there, shows that 78 per cent of public demand is for material published after 1949, and 85 per cent for that published after 1939. So far as this category of user is concerned, he will be well served in the new SML building where it is planned to have available on open access all the serial literature published from 1945 onwards, and all the books published from 1900 onwards. Details of the demand, broken down according to date of publication, are given at appendix 14.D.

14.28 For those whose interests are with the older literature the present picture is far from satisfactory, and there are clear indications that dispersal of the older SML literature to an outlying store at Woolwich, which has gone on for many years, severely hampers the reference service which the SML gives to the public in respect of enquiries of an historical nature, and hinders the work of officers of the SM and SML. The use to which this older material is put is considerably curtailed, in consequence of the time delay involved in gaining access to the literature, either by travel in person to Woolwich (for extended searches) or in waiting for the routine car delivery service to bring requested items from Woolwich to the SML.

(d) Enquiry

14.29 Mention has been made in paras. 9.18 and 9.19 of the aims of the SML's enquiry service, and of the categories of user of this service.

14.30 Enquiries from commercial organizations relate mainly to the current literature of science and technology. The processing of such enquiries may entail searching for bibliographical information about a particular publication, of which the enquirer has only an inadequate reference, or it may entail the compilation of a list of references to a particular subject, or the drawing up of a short reading list. With its qualified and trained staff, and rich collections of literature sources, the SML is in a favourable position to serve particularly those organizations that maintain only a small library or information department for their own use.

14.31 Of the enquiries made from universities and learned institutions, from publishers, from producers of radio and television programmes, and from individuals not attached to any organization, about one-half have an historical bias. Considerable interest in this field has developed in recent years but good indexing and abstracting services are not yet available. The SML, which has built up special indexes to material in this field, is in a good position to deal with such enquiries.

14.32 To some extent it is a matter of chance whether an enquiry on the historical side is directed by the enquirer to the SM or to the SML. Whatever the mode of address, there is considerable cross-referring of such enquiries between staff of the SM and of the SML, and it is true to say that in such work the SML enquiry service functions as an integral part of the SM services to the public.

14.33 An analysis of the SML statistics relating to the FY 1967-68 shows the following breakdown of the total number of enquiries according to the channel of communication used:

Correspondence	283
Telephone	3,503
Telex	212
Personal	606

Some 10 per cent of postal enquiries came from abroad. Telephone enquiries are mostly answered within a matter of minutes, but work on the other categories may range from 15 minutes of a librarian's time (in the case of help given to a visitor to the reading room) to a matter of hours or even a week or more (in the case where a bibliography is prepared).

14.34 The fragmentation of SML stock which results from the present use of several stores, some of them away from the main Library building, has inevitably led to inadequacy of the present telephone enquiry service; but it is expected that this service will improve considerably once the entire stock of the Library is brought together in the new SML building.

14.35 The enquiry service is freely available to ICST staff and students, but their use of the service accounts for little in the figures given above. This results from College policy, in that postgraduate users of the SML are required by ICST to do their own literature searches and not to rely on SML staff to do this work for them. Nevertheless, much help is given to ICST students in using the SML catalogues, to assist them in their searches for particular publications.

XV User-Survey Analysis

15.1 At the request of the NLC a survey was conducted in respect of the use of the reading room of the SML and extended over the four-week period from 11 March to 6 April 1968. These dates were selected bearing in mind the end of the ICST Spring term which occurred on 22 March 1968; the survey thus covered the last two-week period of the ICST term and the first two-week period of the College's Easter vacation.

15.2 A copy of the four-page NLC questionnaire which was issued to visitors as they entered the reading room of the SML is attached as appendix 15.A. The response of visitors is shown in the following table:

	Week I	Week II	Week III	Week IV	Total (Weeks I–IV)
Number of signatures in Visitors Book	522	480	436	381	1,819
Questionnaire forms returned	445	375	308	284	1,412
Percentage of forms returned	85.2	78.1	70.6	74.5	77.6

On the whole, reader co-operation was good, though few forms contained answers to *all* the questions: in particular, question 13 was generally left unanswered, and nearly 15 per cent of visitors failed to record any answer to question 9.

15.3 Statistics obtained from the information given in answers to the survey questionnaire are recorded in appendix 15.B. Some general comments on the results of the survey, and some additional information not included in appendix 15.B, appear in paras. 15.4 to 15.8 below.

15.4 ICST use of the reference services of the SML accounted for 61 per cent of the total; academic staff and research workers contributed 13 per cent to this figure, postgraduates 31 per cent, and undergraduates 14 per cent. There can be no doubt that when the SML is installed in its new building, there will be an appreciable increase in the number of South Kensington workers, mostly from the ICST, who will make use of the SML. The availability of open-access conditions for the consultation of, and browsing through, the literature, and the fact that all the SML holdings will then be together in the one building, are bound to result in many South Kensington workers deserting the NRLSI in Holborn in favour of the SML, not only for general convenience but in order to save travelling time. Indeed, as has already been pointed out (see para. 13.12 above) over 90 per cent of readers' literature needs should be met immediately by the open-access availability of issues, from 1945 onwards, of all the 5,000 serial titles currently taken in the SML. One can therefore predict with some confidence that from August 1969 onwards the number of ICST users of the SML will go up dramatically; the use by the general public may well show a similar increase.

15.5 As might be expected in a library serving mainly scientists and technologists, the general pattern is for visits to the SML to be of comparatively short duration; 58% of visitors stated that their visits lasted no more than one hour, while 11 per cent stated that their visits extended over more than half a day. With such a pattern of usage, the SML does not need to provide such a large number of reader places as would be required in a library catering largely for students in the humanities.

15.6 Although a high proportion (64 per cent) of visitors to the SML worked less than one mile from the Library, a not insignificant proportion (8 per cent) travelled more than 50 miles to visit the SML. An analysis of the answers made by this 8 per cent group to question 9 shows that their literature requirements were spread over a wide field of science and technology.

15.7 An interesting point which emerges from an analysis of the answers to questions 7(a), 7(b) and 11, is that 86 per cent of readers, whose needs could not be met by the BML or the NRLSI, found that the SML held the material they were seeking.

15.8 Some care is needed in interpreting the significance of the figure of 15 per cent quoted for users of the SML who "looked only on the shelves" (question 10 refers). Of this 15 per cent, only 1.3 per cent recorded that they did not get what they wanted in the SML. It is reasonable to suppose that the remaining 13.7 per cent visited the SML in order to examine current parts of some of the 500 serial titles which are kept on open access in the reading room, or to consult the abstracts and other reference works in the SML or to do both.

15.9 A code for punching information given in answers to the questionnaire, on 80-column tabulator cards, was drawn up by staff of the Office for Scientific and Technical Information (OSTI), and appears on the questionnaire form. Card punching was carried out by the NLLST but a revised code was adopted, as the one drawn up by OSTI proved inconvenient to use. Details of this revised code are given at appendix 15.C.

APPENDICES

Appendix 1.A

Glossary of abbreviations

BM	British Museum
BML	British Museum Library
BMNH	British Museum (Natural History)
BMNHL	British Museum (Natural History) Library
DES	Department of Education and Science
DSIR	Department of Scientific and Industrial Research
FY	Financial Year
HMSO	Her Majesty's Stationery Office
ICST	Imperial College of Science and Technology
IGS	Institute of Geological Sciences
IGSL	Institute of Geological Sciences Library
MPBW	Ministry of Public Building and Works
NCL	National Central Library
NLC	National Libraries Committee
NLLST	National Lending Library for Science and Technology
NPL	National Physical Laboratory
NRLSI	National Reference Library of Science and Invention
OSTI	Office for Scientific and Technical Information
POL	Patent Office Library
RCS	Royal College of Science
SCONUL	Standing Conference of National and University Libraries
SM	Science Museum
SML	Science Museum Library
UDC	Universal Decimal Classification
UGC	University Grants Committee
VAM	Victoria and Albert Museum
VAML	Victoria and Albert Museum Library

Note: This Appendix is not reproduced as it consisted of an article by the Keeper of the Science Museum Library which was published in *Technical Book Review*, no. 11, pp. 8–9, September 1964.

Appendix 3.A

Imperial College of Science and Technology requirements from the Science Museum Library

The following six requirements were drawn up by an ICST sub-committee, and communicated to the SM in March 1961:

(i) Books and journals should normally be on open access; if this is not practicable in the case of bound journals, there should be restricted access to the stack, where facilities should be provided not for reading *in extenso* but, as at the Cambridge University Library, for comfortable consultation.

An efficient telephone service should be provided so that reasonable notice having been given, books and periodicals may be ready for consultation by the time that a member of the College availing himself of this service arrives at the Science Library.

(ii) The reading space should be segregated from the library administration and from circulation within the Library. Hours of opening should be determined with regard to the increase of residential accommodation within the College.

(iii) Adequate photostat, microfilm and microcard systems, with prompt and economical service, are essential.

(iv) There should be full facilities for loans to staff and postgraduate students (i.e. authorised readers) of the College. All such members should have the assurance that they can borrow any catalogued book from at least one Library serving the College within twenty-four hours. Restrictions on the list of non-loanable periodicals should be lifted so far as the College is concerned, or such periodicals should be duplicated for loan.

By inference it seems essential that loans from the Science Library to points outside the South Kensington area should be restricted to cases where another copy of the book or periodical concerned can be made available to a member of the College, on the site, within twenty-four hours.

(v) It is anticipated that departmental libraries will largely provide for the working needs of departments with supplementation as appropriate by the College Library.

It is anticipated that the Science Library will be of particular assistance to the College in the provision of scientific and technical periodicals.

(vi) Catalogues of both the Science Library and the College Library should be such as to facilitate bibliographical search by members of the College.

Appendix 5.A

Some statistics regarding the new Science Museum Library building

	Stage I complete	Stage II extension	Stages I & II complete
Overall Areas (sq. ft.) including office accommodation	c.53,000	c.29,000	c.82,000
Volumes Stored			
Closed Access			
Level 0	152,000	117,000	269,000
1	124,000	–	124,000
	276,000	117,000	393,000
Open Access			
Level 2	84,000	–	84,000
3	164,000	–	164,000
	524,000	117,000	641,000
Level 4	–	164,000	164,000
5	–	88,000	88,000
	524,000	369,000	893,000

The following summary shows the distribution of reader places in the new building:

	Reading Room	Stacks	Micro-Reading	Carrels*	Totals
Stage I					
Level 0	–	–	–	–	–
1	–	–	–	–	–
2	63	26	9	–	98
3	–	33	–	10 (20)*	43 (53)*
	63	59	9	10 (20)*	141 (151)*
Stage II					
Level 4	–	33	–	10 (20)*	43 (53)*
5	–	31	–	3 (6)*	34 (37)*
	63	123	9	23 (46)*	218 (241)*

* Each carrel can provide, if necessary, accommodation for two readers.

Appendix 7.A

Staff complement

The following staff were employed wholly on library duties during the FY 1967-68:

1	Keeper			
1	Deputy Keeper			
2	Assistant Keepers			
3	Senior Research Asistants			
4	Research Assistants	+	2	(Temporary)
5	Senior Museum Assistants			
14	Museum Assistants	+	2	(Temporary)
1	Executive Officer			
9	Clerical Officers			
7	Clerical Assistants (includes 2 Drymounters)			
1	Senior Machine Operator			
1	Machine Operator			
1	Flexowriter Typist			
2	Senior Paperkeepers			
4	Paperkeepers			
1	Assistant Chief Photoprinter			
2	Photoprinters Grade I			
3	Photoprinters Grade II			
4	Object Cleaners			
—			—	
66	(Permanent)	+	4	(Temporary)

Division of staff by function

Accessions and Exchanges	0.8	Executive Officer
	7.2	Clerical Officers
	0.7	Senior Paperkeeper
	0.8	Paperkeeper
Binding and Stocktaking	1	Senior Museum Assistant
	2	Clerical Assistants
	0.8	Senior Paperkeeper
	1	Paperkeeper
Book Stores	1	Senior Museum Assistant
	8.2	Museum Assistants
	4	Object Cleaners
Reading Room	0.2	Senior Research Assistant
	0.5	Research Assistant
	1	Museum Assistants
	0.1	Senior Paperkeeper
Enquiries and User Instruction	0.5	Senior Research Assistant
	0.5	Research Assistant
	0.2	Museum Assistant
	0.2	Clerical Officer
	0.6	Clerical Assistant
Loans	1	Senior Museum Assistant
	2	Museum Assistants
	1	Clerical Assistant
	0.05	Senior Paperkeeper
	1.3	Paperkeeper
Photocopying	1	Senior Museum Assistant
	1.8	Museum Assistants
	0.2	Executive Officer
	0.8	Clerical Officer
	0.4	Clerical Assistant
	1	Assistant Chief Photoprinter
	2	Photoprinters Grade I
	3	Photoprinters Grade II
	0.05	Senior Paperkeeper
Stock Selection	0.3	Senior Research Assistants
	0.4	Research Assistants
	0.2	Clerical Officer
Cataloguing and Classification	0.8	Senior Research Assistants
	2.1	Research Assistants
	1	Senior Museum Assistant
	1	Museum Assistant
	2	Clerical Assistants
Data Processing	1	Senior Machine Operator
	1	Machine Operator
	1	Flexowriter Typist
Stock Preparation for Open Access	0.2	Senior Research Assistant
	2.5	Research Assistants
	2	Museum Assistants
Registry	0.6	Clerical Officer
	0.3	Senior Paperkeeper
	0.2	Paperkeeper

Appendix 9.A

Charges for microfilm, Photostat and Xerox copying, and for enlargements from microfilm and microfiche

Photocopies are prepared to order. Prepayment is necessary, using requisition forms which may be purchased at the Library or by making written application to The Director, Science Museum, South Kensington, London, S.W.7.

Charges (including postage)

Inland:	Single requisition:	5/–	Pads of 50:	£10
Overseas:	Single requisition:	6/–	Pads of 20:	£5
Overseas Airmail	Single requisition:	8/6	Pads of 20:	£7.10s.

Charges (collection of photocopies by hand)

Single sheets: 1s. 3d. each

Microfilm

Negative: 1 requisition form is needed for every 12 frames
Positive: 2 requisition forms are needed for every 12 frames

Photostat

Negative: 1 requisition form is needed for every 5 sheets of photocopy
Positive: 2 requisition forms are needed for every 5 sheets of photocopy

Xerox 1 requisition form is needed for every 5 sheets of photocopy

Notes:

1. A separate requisition form must be submitted for each article to be copied.
2. In the case of average-size volumes it is usually possible to accommodate the image of two pages on each single frame of microfilm, or on each single sheet of photocopy; thus, normally, up to 24 pages can be microfilmed, or up to ten pages photocopied, against each single requisition form. In the case of large volumes, however, it may be possible to copy only one page on each frame of microfilm, or on each sheet of photocopy.
3. Xerox copying is unsuitable for the reproduction of half-tone illustrations or of diagrammatic work in which large areas of black are present.

Prints from Microfilm and Microfiche

Enlargements from microfilm and microfiche frames, printed on paper base and measuring approximately 10½ x 8 inches, are prepared at the following rates:

First 10 frames:	1s. 0d. per print
Subsequent frames:	9d. per print

Orders for requisition forms, and for enlargements from microfilm and microfiche

These should be addressed: "The Director, Science Museum, South Kensington, London, S.W.7.", and should be accompanied by a remittance in sterling made payable to "Department of Education and Science" and crossed.

Charges for the preparation of microfiches

Microfiches are supplied to order, as part of the Library's Photocopying Service, and unless otherwise requested are supplied in the form of positive microfiches. The fiches measure 148 mm x 105 mm (approximately 6" x 4") and accommodate 5 rows of 6 frames each, or up to 60 pages of the original document. To facilitate identification and filing, the title of the document copied appears in typescript, without photographic reduction, along the top of the fiche.

Microfiches can be provided from publications in the Science Museum Library or in the Libraries of the British Museum (Natural History), Institute of Geological Sciences, and the Victoria and Albert Museum; copying is subject to the conditions laid down in the Copyright Act (1956).

Charges:	Inland:	3s. 6d.
	Overseas (surface mail):	3s. 8d.
	Overseas (airmail):	5s. 0d.

The above charges per fiche apply irrespective of the number of pages copied on the fiche; they include the cost of postage.

Orders can be placed in the reading room of the Library or by letter; written applications should include full bibliographical details of the work to be copied, and should be accompanied by the following declaration signed by the applicant: 'I have not previously been supplied with a copy of this document by any librarian. I undertake to use it only for research or private study'.

Holders of pre-paid pads of Science Museum Library Photocopy requisition forms may order by submitting such forms, marking them clearly in the top right-hand corner 'MICROFICHE'. One 4s. 0d. form from a £10 pad covers the cost of supplying a microfiche to any address in Great Britain or Europe, and, by surface mail, to non-European countries; one 5s. 0d. form from a £5 pad pays for supplying a microfiche by airmail to non-European countries.

List of current publications

1 List of accessions to the Science Museum Library
Published monthly, price 2s. per copy; annual subscription £1.

2 Science Library Bibliographical Series
Single bibliographies: the scale is 6d. for the first 30 references and 3d. for each additonal 30 references or part thereof.

Bibliographies are not issued at regular intervals and there is no annual subscription.
A list of bibliographies giving the number of references is supplied free of charge.

3 Current Periodicals in the Science Museum Library: a hand list. 9th edition, 1965.
Price 20s. 0d., by post 21s. 6d.

4 Books on Engineering: a subject catalogue of books in the Science Library, published 1930 and onwards. 1957.
Price 16s. 0d., by post 16s. 9d.

5 Books on the Chemical and Allied Industries: a subject catalogue of books in the Science Library, published 1930 and onwards. 1961.
Price 12s. 6d., by post 13s. 3d.

Literature acquired by purchase, and by presentation and exchange over the financial years 1963-68

Figures given in the following tables for books and serials relate to volumes, and not to parts.

It is SML custom, in keeping statistics of newly acquired material, to count ten pamphlets as equivalent to one volume.

Purchases	**1963–4**	**1964–5**	**1965–6**	**1966–67**	**1967–68**
Books	2,075	2,243	1,758	1,249	1,228
Serials	1,426	1,476	1,161	1,192	1,618
Totals	3,501	3,719	2,919	2,441	2,846
Presentations and Exchanges*					
Books	981	1,232	1,054	1,458	1,878
Serials	1,140	1,259	1,540	1,530	1,499
Totals	2,121	2,491	2,594	2,988	3,377

*Separate records are not kept of the number of volumes received by presentation as opposed to those acquired by exchange.

The following details relate to microforms:

Purchases					
Microcards	–	–	–	–	–
Microfiches	–	–	–	–	–
Microfilms	–	–	–	10	1
Totals	–	–	–	10	1
Presentations					
Microcards	–	–	–	17	–
Microfiches	–	–	2,976	8,037	10,977
Microfilms	–	–	–	1	–
Totals	–	–	2,976	8,055	10,977

Requisitions for loans from Science Museum Library stock over the financial years 1963-68

Requisitions received

	1963-4	1964-5	1965-6	1966-7	1967-8
SM	3,816	3,966	4,045	4,179	4,169
ICST	5,239	6,398	7,771	8,227	7,013
NLLST approved borrowers	22,503	26,157	38,649	41,929	32,233
NCL direct application	354	394	466	429	290
Others	1,629	611	615	618	497
Totals	33,541	37,526	51,546	55,382	44,202

Requisitions satisfied

	1963-4	1964-5	1965-6	1966-7	1967-8
SM	3,778	3,924	3,980	4,069	4,022
ICST	4,826	5,894	7,179	7,254	6,374
NLLST approved borrower	12,026	13,244	13,248	13,224	12,059
NCL direct applications	237	179	221	254	144
Others	325	170	232	132	142
Totals	21,192	23,411	24,860	24,933	22,741

Note: The higher numbers of requisitions received from the NLLST in the years 1965-6 and 1966-7, as compared with earlier and later years, are accounted for by the fact that, as a trial measure, the NLLST forwarded *all* requisitions which it was unable to satisfy during the years 1965 to 1967 to the SML. As will be seen from the corresponding figures for requisitions satisfied in respect of NLLST registered borrowers, the number of successes remained almost constant over the years 1964 to 1967. This trial was abandoned in 1967 since when the NLLST has passed on to the SML only those requisitions which it considers have some chance of being met from SML stocks.

Appendix 14.B

Output of work from the photocopy section over the financial years 1963-68

	1963–4	1964–5	1965–66	1966–67	1967–8
Public Orders					
Xerox (sheets)	27,316	30,360	34,768	46,041	59,141
Photostat (sheets)	18,126	18,666	19,462	23,677	21,487
Microfilm (frames)	3,289	4,521	9,947	5,808	7,792
Microfiche* (fiches)	–	–	–	–	470 #
Enlargements † (sheets)	42	0	0	1,619	1,551
Government Orders					
Xerox (sheets)	9,583	18,227	27,377	31,670	33,897
Photostat (sheets)	5,642	7,113	2,997	5,187	3,899
Microfilm (frames)	62	33	443	918	2,619
Microfiche* (fiches)	–	–	–	–	0
Enlargements † (sheets)	0	0	0	238	0
DES, SML and VAM Orders					
Xerox (sheets)	62,343	49,617	31,606	26,968	23,002
Photostat (sheets)	15,832	21,150	23,195	21,498	19,597
Microfilm (frames)	1,788	529	1,186	828	–
Microfiches* (fiches)	–	–	–	–	176 #
Enlargements † (sheets)	–	–	–	–	14
Totals (sheets/frames)	144,023	150,216	150,981	164,452	185,919

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* Microfiche copying began in March 1967

† Enlargements from microfilm or microfiches were first produced in May 1963

# It is assumed on average that 20 frames are copied per microfiche

Use of the reading room service over the financial years 1963-68

The figures given below for the numbers of visitors to the SML reading room are derived from a count of the number of signatures in the Visitors Book. Since not all visits are recorded in this way (e.g. those by SM staff, and those of persons making second or subsequent visits to the reading room on the same day) the numbers quoted below must be regarded as giving an indication on the low side.

	1963-4	**1964-5**	**1965-6**	**1966-7**	**1967-8**
Number of Visitors	20,600	19,466	20,317	20,421	20,183
Requisitions for material on closed-access					
(a) no. received	16,386	15,284	14,649	15,083	14,523
(b) no. satisfied	14,123	14,260	13,845	14,252	13,636
(c) percentage satisfied	86.2	93.2	94.6	94.4	93.8

Reading room requisitions for material in store satisfied during the four-week period 11 March to 6 April 1968

Of the 1,155 requests satisfied during the period, 269 (or 23.5 per cent) were for books and the remainder for periodicals. The following table shows how these requests were distributed according to date of publication:

Date of Publication	No. of Requisitions received	Percentage of total	Cumulative Percentage
1968	36	3.1	3.1
1967	143	12.4	15.5
1966	85	7.3	22.8
1964-65	141	12.2	35.0
1960-63	212	18.3	53.3
1950-59	284	24.6	77.9
1940-49	84	7.3	85.2
1930-39	40	3.5	88.7
1920-29	14	1.2	89.9
1910-19	20	1.7	91.6
1900-09	23	2.0	93.6
1850-99	32	2.8	96.4
1800-49	30	2.6	99.0
Pre-1800	9	0.8	99.8
Undated	2	0.2	100.0
	1,155	100.0	

Notes: (1) The figure for the 1968 date of publication relates only to current periodicals *not* on open access; in all, current issues of 500 more heavily used periodical titles are on *open* access and the remainder (4,500 less heavily used titles) on *closed* access.

(2) Much pre-1945 literature is stored at Woolwich and is thus subject to a 24 to 36 hour delay in delivery, a fact which deters some readers from requisitioning pre-1945 literature. Thus the requisition figures for post-1945 literature may, in effect, be overweighted on that account.

Appendix 15.A

Note: The results of the survey carried out by the staff of the Science Museum Library and originally intended in this Memorandum as Appendix 15.A are published as an appendix to the report.

Information derived from the Science Museum Library user survey 11 March to 6 April 1968

Q.1 Organisation with which reader was associated

		Percentage
(i)	Science Museum	6.0
	British Museum (Natural History)	0.8
	Institute of Geological Sciences	0.4
	Victoria and Albert Museum	0.1
	Other Museum	0.1
	Total	7.4
(ii)	Imperial College of Science & Technology	58.7
	Other college or institute of London University	7.2
	University (excluding London University)	7.1
	Other higher academic institution	3.6
	School	2.2
	Total	78.8
(iii)	Industry/commerce	6.2
	Civil service/local government	1.0
	Nationalised industry	0.5
	Research Council	0.6
	Research association, professional or learned society, etc.	1.8
	Self-employed	2.0
	Other	1.7
	Total	13.8

Q.2 Nature of occupation of reader

	Percentage
Academic staff of university	13.8
Staff of other higher academic institution	1.8
Staff of school	0.4
Postgraduate student	33.6
Undergraduate student	21.4
Other type of student	5.4
Research/development	8.1
Consultant	0.9
Inventor	0.1
Patent agent or lawyer	0.2
Engineer	3.1
Librarian	2.5
Information officer	1.6
Professional writer	0.7
Translator	0.2
Retired	0.8
Other	5.4

Q.3 (a) Frequency of use of the SML

	Percentage
Daily	6.5
More than once a week	19.1
About once a week	18.9
1 to 3 times a month	25.7
About once a quarter	10.8
About once a year	2.6
Rarely	16.4

Q.3 (b) Average duration of each visit to the SML

	Percentage
Up to 1 hour	57.4
Up to half a day	34.1
Up to 1 day	7.5
Longer	1.0

Q.4 (a) Distance travelled by reader to make visit to the SML

	Percentage
Less than 1 mile	65.1
1 to 2 miles	8.2
2 to 5 miles	9.8
5 to 10 miles	7.1
10 to 20 miles	5.7
20 to 50 miles	2.3
Over 50 miles	1.8

Q.4 (b) Distance from the SML to the reader's normal place: (i) of residence, (ii) of work

	Percentage	Percentage
Less than 1 mile	(i) 20.8	(ii) 68.4
1 to 2 miles	12.2	5.4
2 to 5 miles	18.0	9.0
5 to 10 miles	17.2	4.4
10 to 20 miles	13.7	2.9
20 to 50 miles	6.7	1.9
Over 50 miles	11.4	8.0

Q.4 (c) Place of residence

	Percentage
Outside Great Britain	14.5

Q.5 Reason for visit

	Percentage
Work	83.0
Leisure interests	5.5
Both work and leisure interests	11.5

Q.6 Method of use of the SML

	Percentage
Consulting items of literature for which specific reference known	64.2
Consulting less precisely known, or unknown items of literature	11.7
Consulting items in both the above categories	10.5
Searching for literature in a particular field	23.0
Seeking items of information	9.1
Ordering a photocopy	4.5
Using the SML micro-reading equipment	–
Using the SML as a place in which to study	20.9
Using the SML for other purposes	4.1

Q.7 (a) Previous search in other libraries

	Percentage
SML not the first library of search	50.2
SML the first library of search	49.8

Q.7 (b) Other libraries previously consulted

	Percentage
University or college library	70.4
BML, NLLST, NRLSI, NCL	11.9
Government library	2.0
Library of a research association, professional or learned society, etc.	10.0
Industrial or firm's library	5.2
Public library	12.2
Abroad	1.1
Other	8.1

Q.8 Ability to read literature in foreign languages

	Percentage
French	80.8
German	63.0
Russian	9.2
Italian	11.8
Spanish	11.8
Polish	2.6
Chinese	1.5
Japanese	1.2
Other	10.8

Q.9 Subject fields in which information or literature was sought

UDC	Subject	Percentage
54/548	Chemistry	22.0
53	Physics	15.7
62	Engineering, including	14.7
	Mechanical engineering	
	Nuclear energy	
	Electrical engineering	
	Mining	
	Civil engineering (with building)	
	Transport engineering	
	Space science	
57/59	Biology, including Biochemistry	10.6
51	Mathematics	8.0
66/67	Chemical and allied industries (including Metallurgy)	5.6
549, 55/553	Geology and Geophysics	4.8
92/93	History of science and technology (with Biography)	3.4
61	Medical sciences, public health and safety	3.3
77	Photography	2.7
5	General science	2.2
52/529	Astronomy (including Surveying)	1.0
3	Social sciences	1.0
65	Business management and technique	0.9
02	Librarianship	0.6
1	Philosophy and psychology	0.6
7	Arts	0.6
63	Agriculture	0.5
6	General technology	0.4
91	Geography	0.3
56	Palaeontology	0.2
001/09, 413	Miscellaneous subjects (e.g. bibliography, dictionaries)	0.9

Q.10 **Method of search in the SML**

	Percentage
Author or subject catalogue consulted	55.0
Other bibliographic tools consulted	18.8
Library staff asked for help	30.9
Shelves only consulted	19.3

Q.11 **Result of search in the SML**

	Percentage
Wholly successful	61.9
Partially successful	15.7
Unsuccessful	22.4

Q.12 **Time spent in the SML on this occasion**

	Percentage
Up to 1 hour	63.0
1 to 2 hours	15.8
2 to 3 hours	9.3
Over 3 hours	11.9

Appendix 15.0

Code used for punching tabulator cards relating to reading-room user-survey

Columns	Information Coded
1– 3	Survey identification code
4– 7	Questionnaire identification number
8	Week of survey
9	Day of week
10–12	Organisation with which associated (Question 1)
13–14	Occupation (Question 2)
15–16	Spare
17	Frequency of use of SML (Question 3a)
18	Average duration of visit (Question 3b)
19	Distance travelled to visit SML (Question 4a)
20	Distance from residence to SML (Question 4b part)
21	Distance from place of work to SML (Question 4b part)
22	Residence outside Great Britain (Question 4c)
23	Nature of visit to SML (Question 5)
24–25	Spare
26–34	Purpose of visit to SML (Question 6)
35	Previous search (Question 7a)
36–43	Other libraries tried (Question 7b)
44–52	Languages read (Question 8)
53–54	Spare
55–59	Three UDC subject fields (Question 9)
60–64	
65–69	
70–73	Method of search (Question 10)
74	Success of search (Question 11)
75	Time spent in SML (Question 12)
76	Card sequence code
77–80	Spare

Notes:
(1) Blank(s) on any columns are punched '0'
(2) Tick(s) relating to any of the options in questions 6, 7b, 8 and 10, are punched '1' in the relevant column(s) 26–34, 36–52 and 70–73 respectively
(3) Where whole pages of a questionnaire are missing, the relevant columns are not punched

MEMORANDUM

submitted by M.C. Pottinger Librarian on behalf of

THE SCOTTISH CENTRAL LIBRARY

16th July, 1968

At the meeting of our Executive Committee on 31st May, your invitation to offer evidence was remitted to a small Sub-Committee which has since met to discuss it.

They take the view that since the remit of your Committee does not extend to Scotland, it is not appropriate that this Library should offer an elaborate memorandum nor that it should set out to offer detailed observations covering the range of your terms of reference. Generally, it is felt that there is a need for co-ordinating the activities of the national libraries in the interests of greater efficiency and economy. There already exists some duplication of effort and expenditure particularly as regards the National Central Library and the National Lending Library for Science and Technology and some policy making Committee which would eliminate overlapping between these two libraries would appear to be a desirable development.

We understand that you have already received evidence direct from the National Library of Scotland and from other leading reference and University libraries in Scotland.

The Scottish Central Library acts as the focal point for co-ordinating library resources within Scotland. It is better financed and more efficiently organised than any regional library system in England and Wales and many libraries of all categories, University, College, Special, Municipal and County have good reason to know that the facilities and resources of the Scottish Central Library lead to a prompt supply of the material required, if there is a Scottish location and the overwhelming majority of books requested are in fact supplied from Scottish resources within a few days. This point was fully illustrated in the evidence submitted by the S.C.L. to the Parry Committee. I am enclosing a copy of a table which was submitted to the Parry Committee and would draw your attention to the last column which shows the time taken to satisfy a request for a book. The average time compares very favourable with the time involved when it becomes necessary to forward an application to the National Central Library and it underlines the value of the Scottish Union Catalogue, now containing half a million entries. It also illustrates the large degree of self-sufficiency in Scotland. As the enclosed Annual Report indicates the Library was responsible for supplying either from its own stock or from the stock of other libraries 21,411 books and of this total only 1,288 were borrowed through the National Central Library in London.

The principal use which the Library makes of the British Museum is to order from it microfilms of scarce and out of print books but as your Committee will be well aware there is at present an appalling delay up to nine months, in filling orders for microfilms which is a serious hindrance to scholarship and research in Scotland. As for the National Central Library, we are in daily communication either by correspondence or telex and it may be said here that in the year covered by our Annual Report the National Central Library borrowed 2,817 books through the agency of this Library, more than double the number which we borrowed from it. We make constant use of the National Lending Library for Science and Technology and find its facilities, particularly in the supply of Serials, extremely valuable. Their recent entry into the field of social sciences has caused some concern since the National Central Library has been for years active in this field. Any material which we borrow from the Science Museum Library comes to us through the National Lending Library for Science and Technology.

Finally it should be added that the Scottish Central Library Committee looks forward with keen interest to the appearance of your Report and will study it in order to see whether it can offer us guidance for similar or parallel improvements within Scotland.

CORRESPONDENCE RECEIVED FROM

JOHN POPE–HENNESSY, DIRECTOR,

VICTORIA AND ALBERT MUSEUM, 18th March and 12th November, 1968

Before commenting in detail on your four points, I should make it clear that the Library in this Museum is not restricted to, or circumscribed by, the subjects within the purview of the Museum. It was originally planned as the National Art Library, and has been maintained as the National Art Library for the past ninety years. It therefore acquires material dealing with the arts of all periods, and includes, for example, a representative selection of material dealing with prehistoric and antique art and archaeology, though these categories are not covered by the Museum collections. It has been the practice to avoid too much duplication, especially of expensive books, of archaeological literature represented in the British Museum Library, but the losses of that latter Library in World War II increased the value of the material already in the Museum Library. As a reference library for the study of the history, philosophy, technique and appreciation of the arts, its scope is extensive and the coverage is, to the best of my belief, unique. It contains almost four hundred thousand volumes and the present rate of expansion is of the order of five thousand volumes a year. So far as concerns the points raised in your letter, my comments are as follows:

(a) The Museum staff depend heavily on the Museum Library for literature on the fine arts, the material in the Museum Library being unrivalled elsewhere in the country. Books and periodicals not in the Museum Library can be obtained through the National Central Library, but sparing use is made of this facility. We are institutional members of the London Library which can usually supply books in the categories of history, literature, etc. outside the scope of the Museum Library.

Borrowings through the National Central Library in the last five years have been:

1964	2
1965	3
1966	7
1967	2
1968	1 to date

We do not borrow from the National Lending Library for Science and Technology. The extent to which the Museum staff use the British Museum Library is a matter of individual choice, and is determined by the exact nature of the work on which they are engaged; I can supply no figures which would be of value to your Committee.

(b) The Departmental Libraries of the Museum contain duplicate copies of basic reference books necessary for the work of the Departmental Staff. These Departmental Libraries do not supplement the resources of the main Museum Library, but have been set up for the convenience and greater efficiency of the respective Departments. If only one copy of a book is held it is invariably retained in the main Library.

(c) The Museum Library facilities appear to be adequate for students using the Museum's art collections or for students studying specific subjects under instruction from their teachers. As I have stressed above however, they are not exclusively or even primarily designed for students using the Museum collections, but cater also for art historians, scholars and art students. I should mention that in February 1968 the daily average of students using the Library was 129. Since provision is made for 106 seats for readers, plus 8 additional seats reserved for readers of periodicals, there is a danger that in the foreseeable future the theoretical ceiling of readers who can be comfortably accommodated will be reached.

(d) If the Science Library is included in a new National Library Organization, the photocopying services, at present undertaken by the Science Library for the National Art Library, might be reorganised. A properly staffed photocopying service under our own control might replace the present arrangement whereby this service is shared and organised by two libraries.

I shall be very happy to answer any supplementary questions your Committee cares to ask.

An account of the history of the Library is given in Chapter IV of the Library Association's *Guide to the Libraries of London* (2nd revised edition by Raymond Irwin, 1961). In the remarks which follow, I have in some cases summarised information given in greater detail in this account.

2 *Scope of the V.& A. Library Collections and Comparisons with other Libraries.* The Library is a reference collection for the study of the history, philosophy, technique and appreciation of the arts. The collections cover the literature of the fine and applied arts of all periods and countries, including early printed books and technical treatises on art. There are also collections of books as works of art in their own right, e.g. examples of illuminated and calligraphic manuscripts, fine printing, illustration and binding. Other special collections include the Dyce and Forster Libraries, bequeathed in 1869 and 1876 respectively (before the character of the Museum had been strictly defined) which contain general literature and an important collection of MSS. by David Garrick, Swift, Dickens and others, and a large collection of Children's Books numbering about 5,000 items.

I would stress that the scope of the collections has always greatly exceeded those of the various Departments of the Museum. The policy of successive Directors and Keepers of the Library has been to attempt to acquire all the relevant literature dealing with the history of art. It is recognised that certain subjects such as classical art and archaeological excavations are more specifically the concern of the British Museum and it has been the practice to avoid duplication, where possible, of the archaeological literature represented in the British Museum Library (see p. 58, 3rd paragraph, of the Library Association Guide). But the distinction is a fine one. Technical reports of excavations may not always be within the scope of the V. & A. Library, but where such excavations produce quantities of decorated ceramics, for example, illustrating the development of design and ornament, the report would be relevant to the Library Collections.

The Libraries at the National Gallery and the Tate Gallery are small working reference libraries primarily for the use of the staffs of these institutions. They are not normally open to members of the public.

The Tate Gallery is now systematically building up its collection of catalogues of exhibitions held in Britain and dealing with British Art from 1880 onwards. This will in time duplicate some sections of the V. & A. Library's extensive collection of exhibition catalogues (both British and foreign), but it will still be necessary, in the interest of public access alone, to maintain the present policy of acquiring a comprehensive range of exhibition catalogues.

There is already some informal liaison between the V. & A. Library and the libraries of the British Museum, the Tate Gallery, the Courtauld Institute and other similar institutions about acquisitions policies but no written agreements. This a matter which might be more closely investigated in the future. It must be remembered that students are not normally admitted to the British Museum Reading Room, neither does the British Museum reckon itself to be a specialist art library. Some duplication may therefore be justified if the books are more accessible and part of a specialist art historical collection.

3 *Types of Users of the V. & A. Library.* Readers in the Museum Library fall into the following broad categories:

(1) Practitioners of the arts, e.g. architectural and art students, industrial and commercial designers, theatrical and graphic artists, typographers and artistic craftsmen of every sort.

(2) Art historians, art critics, connoisseurs, collectors, dealers and other persons occupied professionally with the arts.

(3) The Museum Staff for whom the collections form a central reference library.

(4) Members of the general public seeking information on any topic connected with the arts or desiring an opinion (but not valuation) on books in their possession. A considerable number of requests concern subjects which are only marginally within the Museum's scope, e.g. heraldry and genealogy. This may be explained, in this specific instance, by the presence in the Library of a large collection of books dealing with heraldry, and by the fact that the professional bodies dealing with these subjects (e.g. the College of Heralds and the Society of Genealogists) charge fees for their services. If there is any question of expert research the inquirer is naturally referred to the appropriate professional library or society.

Readers are admitted into the Library without tickets for the purpose of making inquiries or to consult the Library catalogues, standard reference works and, at the discretion of the Library Staff, books from the general Library stock. But for regular readers and those wishing to see certain categories of rare, valuable or fragile books and manuscripts a Reader's Ticket is required. These are issued to prospective readers producing a letter of recommendation, but tickets are waived in the case of readers already holding current cards of admission to the British Museum Library or membership cards of the National Art-Collections Fund, the Friends of the National Libraries, and the Museums Association. It has always been the policy of the Museum to make the Library collections freely available to the public, subject to certain necessary precautions, and to trust art students with handling finely printed and illustrated books, which they are unlikely to be able to see elsewhere. Most of the other specialist art libraries in London, such as the Courtauld Institute, the Warburg Institute, the Royal Institute of British Architects, limit the use of their libraries to their own members and students.

4 **Art Schools regularly using the Library.** It is not possible to supply a detailed breakdown of those institutions which make use of the Library. Art schools making regular collective use of its facilities include the Camberwell School of Art, the Central School of Art and Design, the Chelsea School of Art, the City and Guilds School of Art, Ealing School of Art, Goldsmiths' College of Art, Guildford School of Art, Harrow School of Art, Hammersmith College of Art, Hornsey College of Art, Kingston College of Art, London College of Fashion, Luton College of Art, North East Essex School of Art, Ravensbourne Art College, Royal College of Art, St. Martin's School of Art, Slade School of Fine Art (occasional; individual students only) and Waltham College of Art. In addition the Library is heavily used by students at the Courtauld Institute of Art and other art-historical teaching bodies.

5. Statistics of Readers

Number of seats available for readers:	106 with 8 additional seats for readers of periodicals

Numbers of recorded readers (excluding Museum Staff) using the Library:	1964 19,470	1965 23,020	1966 27,904	1967 27,888
Average daily number of readers:	66	76	91	102

During term time in 1967 it was estimated that out of the daily average of 120 readers, 40 were students.

Number of Requisition Forms for books presented by readers:			71,695	60,652
Numbers of books issued to readers:			109,968	103,919

Note The 1967 figures would have been higher but for the fact that in this year, exceptionally, the Library was closed for four weeks, during the move into the new Bookstore, in contrast to the one week's closing, for stocktaking, in normal years.

6. Size

(a) Library Stock: 400,000 volumes (This estimate includes periodicals and the Dyce & Forster Collections)

(b) Number of current periodicals taken: 1,200 approx.
Number of 'dead' periodicals in Library: 2,000 approx.

Total of sets of periodicals in Library 3,200

(c) Number of Annual Accessions:

	1963	**1964**	**1965**	**1966**	**1967**
Number of Annual Accessions:	4504	4762	4889	4840	5508

(d) Number of Sales Catalogues taken yearly: 650

(e) Number of Exhibition Catalogues taken yearly: 1,007 (1967 figure)

7 Services

(a) Enquiries and Reference

These have been touched upon in paragraph 3 above. Besides personal callers in the Library inquiries are dealt with by telephone and by letter. The former include a fair number of calls from neighbouring Public Libraries (especially Fulham, Kensington and Westminster) and from the British Museum Library asking if the V. & A. Library has copies of specific books. Calls are also received from organisations such as the B.B.C. and Television Studios asking for visual material.

(b) Photocopying Services

At present these services are run in conjunction with the Science Library where the equipment is housed. Photostats, xerox copies and microfilms are supplied of books, articles and manuscripts in the V. & A. Library. A microfilm reader is also available.

(c) Exhibitions

The Library has its own Exhibition Gallery where different aspects of the Art of the Book are shown. Recent special exhibitions have included: English Handwriting 1540–1940, Victorian Book Illustration, and Seventeenth Century Books and Bindings. In between such special exhibitions a selection of the Library collections of illuminated and calligraphic MSS., fine printing, illustration and bookbindings, is put on display.

MEMORANDUM

submitted by

DEPARTMENT OF EDUCATION AND SCIENCE

May 28th, 1968

THE NEED FOR A NATIONAL LIBRARIES SERVICE

INTRODUCTION

1 The Department's evidence derives partly from its own varied and widespread library interests stemming from responsibilities for public libraries with regional and local functions, from the libraries of universities, colleges and schools, for certain special libraries, for support of Aslib, and in different ways and degrees for the four national libraries. It also takes account of proposals put forward in recent years, notably by the UGC Committee on Libraries, the Library Association, and the Standing Conference of National and University Libraries.

2 Expenditure on local and national libraries has been growing rapidly and was about £60m in 1966-67. It is clearly important to ensure that maximum value is obtained for such large sums. But the existing pattern of services has developed haphazardly over the years, and at present the national library network is based on a number of separate institutions which to a large extent operate independently of each other. There is no single organisation with responsibility for co-ordinating the functions and resources of its main components. This lack of a central body with a general oversight over the whole network appears to be a serious structural limitation leading to a number of inherent weaknesses in the present arrangements. It affects both reference and lending services, and the ability of the service as a whole to co-ordinate the resources of other libraries, to plan an effective storage policy for little used material and to co-ordinate bibliographical and referral services.

3 The present pattern of national reference, lending and bibliographical services is briefly analysed in the following paragraphs to show the extent to which there is a duplication of resources at some points and gaps and other weaknesses in provision at others. The evidence concludes with an outline of the aims of a unified National Libraries Service, and some indications of the form a central organisation to adminster the service might take.

THE PRESENT ARRANGEMENTS

Reference Services

4 The lack of an overall planning mechanism has meant that the different libraries, concerned mainly with their own development, have not had the means by which to identify and check the development of significant overlaps in services or any mandate or incentive to do so. This is particularly apparent in the national reference facilities concentrated in Central London, though the present arrangements for lending also involve overlapping of subject responsibilities (see para. 9). The biggest single overlap, to which the Advisory Committee for Scientific and Technical Information has drawn the Department's attention, is between the National Reference Library of Science and Invention (NRLSI) and the Science Museum Library (SML); it is particularly serious because both libraries are hoping to expand their holdings to one million volumes. NRLSI also overlaps the libraries of the British Museum (National History) and the Institute of Geological Sciences in South Kensington, and would like to expand its holdings in the field of medicine, which is already fairly well covered in London by learned and professional societies, notably the Royal Society of Medicine, and the teaching hospitals, though these collections are not yet available for public use. Similarly the British Museum Library (BML) overlaps the British Library of Political and Economic Science (BLPES) and other libraries with specialised interests and with fuctions that are national as well as local.

5 It is not, of course, intended to suggest that overlap in library provision is necessarily a bad thing. But such overlaps should result from deliberate decision that the costs involved are adequately compensated by advantages. They should not occur, or having occurred, continue, fortuitously owing to lack of a satisfactory central oversight of services.

6 Without some general oversight of the network as a whole, there is also the risk of gaps appearing in the overall provision of national library facilities. Within the present framework, a main weakness of the national reference network has been its inability either to develop a comprehensive nation library or as the alternative, an adequate system of co-operative acquisition and centralised recording, which could provide ready access to reasonably comprehensive resources dispersed between a number of co-operating libraries. Thus BML, which as the leading reference library in the country is the de facto centre of the national reference network, has inevitably tended to be concerned with its own development, since it has no co-ordinating functions. It might, for example, be advantageous if schemes for co-operative acquisition were to be extended outside Bloomsbury and arrangements of this kind made with, for example, the libraries of the South Kensington museums and BLPES. Similarly, the extensive BML plans for computerising its own catalogue might well include other libraries as part of a national

approach to the problems of library automation with a view to producing a central record of combined holdings.

7 Such research as has been done to establish the geographical spread of demand for reference facilities forcibly suggests that a reference service must be largely a local service, since the majority of readers do not travel more than short distances to make use of reference facilities. Many of the more serious gaps in national provision might be narrowed, if it were possible to agree with the various libraries that have important specialised collections a scheme for co-operative acquisition which would give maximum coverage for national use in relationship to a given expenditure of resources. The local general libraries too have an important part to play in the national service by making available reference services of high quality in major centres of population, industry and learning both to local readers and to other libraries. These supplementary services could well be strengthened however, and their relationship to the national library service more clearly defined.

Lending Services

8 The limitations of the national lending network stem in part from weaknesses in the arrangements for co-operative acquisition but largely through a structural rigidity in the present arrangements whereby an inflexible division of existing resources has been made between reference and lending.

9 The national lending arrangements include two services operating on different lines. First, there is the system of interlibrary lending built up over forty years which is based partly on voluntary regional schemes and partly on the National Central Library (NCL). Secondly, there is the National Lending Library for Science and Technology (NLLST) which operates a rapid loan service based on centralised resources in the sciences (including the social sciences) and technology. Despite an overlap in subject responsibilities, the lending service as a whole is still unable to provide as comprehensive, fast and reliable a service as should be possible by making better use of existing resources—including those now available for reference only. Within its limited subject range, NLLST with support from SML has been able, usually by return of post, to meet all but 12% of requests. NCL on the other hand has been unable to meet about 23% of requests from its various resources. Its requests cover all subject fields and have often been passed on by librarians who have been unable to meet them from any other source. Arranging interlibrary loans is inevitably subject to delays (as compared with loans from a central stock), but these appear to have been exacerbated by a number of factors: among the more important are the incompleteness of NCL's union catalogues, the unwillingness of major reference libraries to lend, weaknesses in the arrangements for co-operative acquisition and the need to undertake prolonged searches for books in heavy demand which, given a larger bookfund, NCL could have supplied from its own stock.

10 It seems likely that, while a comprehensive coverage in all subjects of the more serious current periodicals could be accomplished by a small extension of NLLST's holdings, it would be a difficult and very costly exercise to effect a substantial improvement in the availability of books for loan by building up a new central stock retrospectively in NCL or in NLLST. The key to improvement would appear to lie in breaking down the rigidity between reference and lending resources by the better use of existing resources of little-used material at BML and other major libraries; by the economic development of these resources through co-operative acquisition; and by the handling of as many requests as possible through a small number of large libraries—rather than through a large number of small libraries.

11 Local and regional arrangements already play an important part in the national lending network, complementing the role of the national libraries by making it possible for the more commonplace lending and reference needs to be satisfied on local or regional resources: nevertheless, it does seem that even with the merging of existing resources as suggested in paragraph 9, all significant gaps in the existing provision could not be filled, particularly literature that is heavily used and therefore difficult to obtain from co-operating libraries. There is likely to be a continuing need, then, for a central loan collection of books of the kind that NCL and NLLST hold now to cover both the humanities and social sciences as well as the natural sciences and technology; but its optimum scope and size would depend upon the effectiveness of arrangements for voluntary co-operation.

12 All these propositions seem to need careful examination by a central body charged with the task of securing the most effective and economical use of our national library resources in the best interests of users as a whole.

Storage Policy

13 Another serious limitation in the present arrangements is the lack of a co-ordinated policy for the storage of literature. A large amount of literature has been transferred by agreement from SML, where it is not needed, to NLLST and a number of academic, public and special libraries have also transferred unwanted material to NCL and NLLST. NCL makes use of the Government store at Woolwich, but the BML's present plans envisage storing as much as possible in Central London and nothing outside the Greater London area. Libraries taking part in regional schemes, find it increasingly difficult to store material that they have acquired for this purpose and would welcome access to a central store where little-used material could be held on their behalf.

14 It seems sensible that any future national policy should take account of the high cost of storage in Central London and the prospect of continued rapid growth in the amount of literature in store. Together these factors suggest that it would be desirable to store in Central London only material that is likely to be wanted there reasonably often, with as much little-used material as possible being stored in one place, perhaps at Boston Spa,

which has a large and inexpensive site with excellent postal communications to all parts of the country. A national policy of this kind would, however, depend both on the establishment of some kind of co-ordinating machinery and upon regular and systematic surveys of the changing pattern of use (only one of the four existing libraries (NLLST) conducts such surveys at present).

Bibliographical and Referral Services

15 The Library Association, in its pamphlet "Access to Information" (1965) pointed out that "the weakness of the present situation lies in the absence of any nationally co-ordinated programme of bibliographical activity and in the lack of co-ordination between organisations and institutions with related interests". Most libraries offer some bibliographical and referral services; the British National Bibliography (BNB), an independent and self-supporting organisation, records all new British books; and referral services covering sources of information are provided by Aslib for its members and the Ministry of Technology for local industry. No single institution, however, is charged with the specific national task of maintaining an index of the literature resources of our major libraries and information centres. Equally, no organisation is responsible for co-ordinating the bibliographical efforts of different institutions in the interests of efficiency and for helping to ensure that requests for information are received and dealt with by those bodies most competent to do so. As a result, there has been extensive overlapping between BML, the other copyright libraries and BNB in the cataloguing of British books. There is also a shortage of specialised bibliographical services in the humanities and parts of the social sciences and a general lack of organised and co-ordinated bibliographical research.

THE AIMS OF A UNIFIED NATIONAL LIBRARIES SERVICE

16 It may be argued that the limitations in the present arrangements described in paragraphs 4-15 stem largely from a inherent confusion as to functions between the different libraries and from the lack of a central organisation with a general responsibility for the planning and co-ordination of the whole service. These limitations are likely to grow with the growth of the world's literature and with increased future demands on library facilities and they carry with them the risks of unnecessarily high costs for the services provided and a waste of manpower. The existing network of national library services also seems likely to be ill equipped to take maximum advantage of technical developments (including the use of computers and modern information handling techniques–see separate papers), as and when these become more widely available. Taken together, these factors suggest a strong case for re-organising the existing arrangements in a single service under unified direction. By avoiding considerable duplication of effort, it could free resources to fill gaps in the existing provision and by rationalising the acquisition, cataloguing and storage of literature, it should enable academic, public and special libraries to plan their activites more efficently and economically, placing due emphasis on services to users.

17 Appendix A sets out as a working example for the Committee's consideration one possible way in which a National Library Service might be organised. It has been thought out in some detail in order to give the Committee both a general indication of what could be done and some idea of the many different elements involved. This particular structure assumes a reorganisation of existing arrangements in two main libraries–a National Reference Library and a National Lending Library; but a number of different models based on alternative assumptions could of course be devised. Whatever shape a unified service might ultimately take, however, it seems clear that its role within the library system ought to cover reference, lending, bibliographical and referral services, ensuring a suitably wide coverage of appropriate categories of literature and the effective provision of related services without wasteful duplication of effort. It is important, too, that the functions of academic, public, special and copyright libraries and the regional library bureaux are clearly defined in relation to such a unified service.

18 If the general proposition of a single service under unified direction is right, it would appear reasonable to conclude that a National Library Service, whatever its ultimate shape, would have as its broad aim the overall improvement of the library network as a whole. More specifically, the aims of a new service might be stated as follows:–

(a) to develop for both reference and lending a reasonably comprehensive service based not on the resources of the national libraries alone but also on those of copyright, academic, special and public libraries that are willing to co-operate and are able to make a substantial contribution;

(b) to establish for this purpose a national policy for co-operative acquisition and build and maintain a sufficiently comprehensive record of the holdings of all participating libraries, which might be used for reference, lending, bibliographical and referral purposes and held in a suitable form in as many libraries or regional centres as is necessary;

(c) to promote, on the basis of co-ordinated surveys of user needs, a national policy for the storage of little-used material centred, if it seems desirable, at Boston Spa and available for both reference and lending purposes;

(d) to co-ordinate and improve bibliographical and referral services provided by the library network as a whole;

(e) to organise the development and, where practicable, the use of techniques for more efficient and economic handling of literature.

Some of these aims would clearly be more long-term than others and their achievement would depend partly upon the degree of priority which was attached to them and partly upon the availability of resources at the time. In rationalising existing arrangements, however, the immediate objective might be to make the most effective use of total library resources, including those of non-national libraries, operating as far as possible on the basis that the cost of removing weaknesses or filling gaps in holdings and services should be met by reducing duplication of effort and increasing efficiency of operation.

THE ADMINISTRATIVE ORGANISATION OF THE SERVICE

19 If these general objectives are to be attained, they will need to be pursued within a framework which is flexible enough to enable the national libraries and the libraries voluntarily participating in the service to adapt their policies to the ever-changing requirements of library users. There ought to be a single view on the allocation of money to the various institutions and effective co-ordination so that each major component does not operate independently of the others. The functions of a National Libraries Service are likely to grow increasingly complex and may need considerable re-definition over the next ten years. They will, moreover, be highly diversified involving co-operation with local libraries of various kinds, the regional bureaux of interlibrary lending and the many government, learned and professional bodies that provide information services in association with libraries. It is thus important that the National Libraries Service shold be able to plan effectively for the systematic development of its services; to respond quickly to technical change and to develop its activities in close relation with other information services as they expand. A carefully orgainsed Service might also provide an appropriate centre around which the academic, public and special libraries could group themselves on more rational and useful lines that is possible at present. These requirements seem most likely to be met in a unified structure with a single policy making body working within broad policy directives and with clearly defined responsibilities for pursuing systematically the broad aims of a National Libraries Service as listed in paragraph 18 and for working out a rational allocation of functions and resurces. This policy-making body we call for convenience a "National Libraries Board".

20 It could take many forms and its responsibilities could be defined in various ways. Existing management of national libraries is in the hands either of Trustees (the British Museum which is of course the oldest and largest; and the National Central Library) or of D.E.S. (N.L.L.S.T. and S.M.L.). One possible form is a trustee body consisting entirely of independent persons aware of the needs of scholars and scientists like the present Board of Trustees of the British Museum. (If this pattern were favoured, the Committee would want to consider relationships with the Trustees of the British Museum). A second is a mixed board with one or more full-time executives on it. A third is a board wholly composed of full-time executives. The possible advantages of this in terms of management efficency would have to be balanced against the risk that it might find it more difficult to obtain the full cooperation of other libraries and of scholoars. Logically the policy making body could be D.E.S. itself, though this would raise other problems. The Department does not express any preference among these alternatives; the question is of course of major importance among those on which the Committee's advice is being sought. Whichever form is chosen, there might also be advantages in associating with the Board representatives of the National Libraries of Wales and Scotland, who would be invited to collaborate in the development of the Service, and the heads of the national libraries coming within the Service. The best way to provide for its supporting staff would need consideration when decisions were reached about the scope and constitution of the proposed Board.

21 A number of different administrative structures are possible but, in practical terms, two main possibilities would appear to be:—

(a) a fully integrated structure in which the Board owns and adminsters the national libraries and co-ordinates their activites with those of voluntarily co-operating libraries;

(b) a federal structure in which the national libraries are separate institutions with their own governing bodies, responsible for internal policy and administration within a broad policy framework created and maintained by the Board, which includes the co-ordination of the national libraries with voluntarily co-operating bodies.

The Committee may wish to consider what the arguments in favour of these possibilities are. In broad terms, (a) might make the task of planning and co-ordinating a National Libraries Service more straightforward and could provide for a greater flexibility of operation including the movement of staff from library to library and between libraries and headquarters. If, on the other hand, a degree of local autonomy within the service was thought desirable, (b) might give greater scope for an individual approach within each library and for the wider participation of library interests, through each library's governing body, in policy.

A POSSIBLE FRAMEWORK FOR THE NATIONAL LIBRARIES SERVICE

A. REFERENCE SERVICES

22 The national reference services might be closely integrated (see diagram of a simplified structure) in a network covering all categories of literature, in which functions would be allocated between three components:–

(a) a National Reference Library covering all subjects but not necessarily all categories of foreign literature;
(b) a network of specialised collections with agreed responsibilities;
(c) supporting general services provided in and around the main centres of population by the libraries of universitites, colleges, local authorities and other institutions.

For the second and third components, voluntary co-operation would be needed between the National Libraries Service and the other institutions concerned.

(i) National Reference Library

23 This library would be located in Central London and might be based on the existing collections of three departments of BML (Printed Books, Manuscripts and Oriental Printed Books and Manuscripts) and at least part of SML. It would thus include the collection of NRLSI. The new Library, which would in effect be an expanded British Museum Library, would be responsible for ensuring that a comprehensive archive of U.K. publications was maintained, but would not itself aim at being comprehensive within all categories of foreign literature. Generally speaking, open access to heavily used material in all sections of the library would be desirable, the material being selected on the basis of careful studies of use.

24 User studies would also help determine the allocation of holdings between the main building, Outer London Stores and Boston Spa, and as much as possible of the little-used material might be stored cheaply in Boston Spa. The BM store in Colindale could be kept at present for newspapers and the National Libraries Service, as one of its initial tasks, would probably examine whether an Outer London store is needed for material in the humanities and the social sciences.

25 The concentration within Central London of a large number of specialist libraries with important reference collections would need special attention. The Service would discuss at an early stage what part the following London institutions could best play in the national reference arrangements (see map of central London attached):–

(a) museum libraries–BM (Museum departments), Victoria and Albert, Natural History and Geological;

(b) London University, notably its special libraries and, above all perhaps, the British Library of Political and Economic Science (which has national significance) and the Schools of Slavonic and of Oriental and African Studies;

(c) other libraries in London, notably in the field of medicine.

While there are obvious disadvantages in fragmentation of a National Reference Library, large resources are available in (a), (b) and (c) above and it seems wasteful to duplicate little-used material (though there may be advantage in doing so in particular cases). The needs of users for literature of special kinds must be considered in relation to their other needs, and it may be thought best to concentrate the antiquities material to a large extent in the existing BM building, Oriental and African material in the school of Oriental and African Studies, and so on if the necessary arrangements can be made.

26 It is not possible to concentrate science and technology in South Kensington. The building being erected for SML is too small to provide sufficient space for stock, readers seats and services on the scale required; and the Department understands that there is no scope for further expansion. It seems sensible, therefore, if physically possible, to locate the science and technology sections with the humanities and social science section in one centrally based building, or in two buildings fairly near each other, but to concentrate there only the literature in science and technology that, on the basis of use surveys, is considered to be alive.
Older material, including a collection on the history of science, could be housed in the SML building as a front-line store, and material not needed in London could be stored at Boston Spa. The collection in South Kensington would be used by museums' staff and visitors and by Imperial College, and for this purpose might well include a suitable holding of more modern literature based on surveys of use and arrangements with Imperial College for cooperative acquisition.

27 This, however, is a very tentative suggestion which, we recognise, may not be practical in the light of data which the Committee is to obtain about the use of SML and the central and departmental libraries of Imperial College.

The Department feels, however, that it would be wasteful to continue to build up major scientific collections in both Imperial College and SML as well as in the new National Reference Library. The main alternative to the suggestion in paragraph 26 would seem to be to unite SML and the Imperial College libraries, perhaps under the administration of the College but with the Science Museum having a share of policy responsibility and full use of the combined collection, which would still include a specialised collection on the history of science. The existing stock of SML might then be divided between the National Reference Library and the new united library as appropriate.

28 The location of the National Reference Library in Central London would enable it to satisfy London's need for a good general reference library, comparable to those of some of the provincial centres, and to increase the number of seats available to the general reader. Though much of the library would need to be restricted to specialist users working with material not reasonably accessible to them elsewhere, it should be possible to make part of the library available for more general use, as was proposed in the British Museum's plan for the Bloomsbury site. Any such development, would no doubt be worked out in close consultation with the boroughs of central London, since their plans for new reference libraries would clearly affect the situation.

(ii) Specialised collections

29 Many of the specialised collections, including those outside London, are vital to a national reference service because of their size and coverage and because they often contain rare items of literature. Several valuable collections are of course in the copyright libraries. The National Libraries Service would therefore depend to a considerable extent upon the participation of the institutions concerned to help ensure sufficient coverage and bibliographical facilities in each subject field. It would be important to determine the fields of literature in which specialised collections would form an essential part of the national reference system and to identify in each case the institution, or co-ordinated group of institutions, that had appropriate collections.

30 In general, the subject fields selected should be as broad as possible and might consist of either (a) academic disciplines or (b) subject fields of practical interest or (c) geographical regions in which studies are frequently grouped, though occasionally they might be based on categories of material, e.g. maps and music. The following are among the general criteria by which selection and identification of suitable collections might proceed:-

(a) The collections should be located as far as possible in institutions where expertise in the subject is available, including language expertise in the case of centres covering grographical regions, so that the experts can benefit directly from the collections and other users may benefit, where appropriate, from the expertise.

(b) The existing collections should already be substantial and well maintained.

(c) The institutions should be willing to participate in arrangements for co-operative acquisition and prepared to lend all but rare material, or material in constant use, in addition to providing reference and bibliographical services.

31 The National Libraries Service, in close consultation with the appropriate institutions, should seek to define a network of specialised collections in institutions that satisfy the criteria in paragraph 30 and are willing to play a part in a national reference system. It would be the hope that the co-operating institutions would put their collections and services, as appropriate, at the disposal of all who can make serious use of them and would lend suitable categories of literature to other libraries: they would also try to secure, individually or by collective acquisition, the special categories of material that are relevant to their fields, including rare items that are now privately held for want of a more suitable home. Financial aid for the improvement of specialised collections in particular fields would exercise a strong claim on any savings resulting from the rationalisation of national libraries.

(iii) General Collections

32 Although some travel to the National Reference Library and to specialist collections would be expected, to a large extent a national reference service would depend upon effective local reference facilities that were able to provide adequate supporting bases for different categories of users. A survey carried out recently by OSTI indicates that public reference services in some of the bigger towns and conurbations could be improved; this would be a matter primarily for the local authorities concerned in the light of their financial and other resources. In addition, these libraries would need access to rapid photocopying facilities (equivalent to NLLST's) in the National Reference Library and the specialised collections, and to the benefits of facsimile transmission, if and when introduced.

B LENDING SERVICES

33 In general, the Department believes that national lending facilities should be confined, as at present, to serious literature that meets primarily the needs of postgraduate and research work. The need for material of more general interest should continue to be met by the regional schemes, which already supplement national lending libraries in this way. One way of development could be as follows:-

34 A National Lending Library, based on Boston Spa, might be based upon an amalgamation of NLLST and appropriate parts of NCL. NCL's collection of literature could be transferred to Boston Spa (apart from items more appropriately held in the National Reference Library) and its bibliographical and locating services could be based either on the National Reference Library, where they could be integrated with the bibliographical services described in paragraph 39 or alternatively on the National Lending Library.

35 The National Lending Library would extend its collection of serials to cover all subject fields and would continue to collect books as NLLST and NCL do at present. But its value would be greatly enhanced if it could also make use of the large resources of the National Reference Library (UK copyright material, rare publications and possibly other categories would be excluded); the resources of the specialised collections associated with the National Libraries Service (see paragraph 31); and those of other libraries willing to lend. As far as possible, the lending service would operate through a small number of large libraries whose activities were closely integrated. Ideally, these should include at least one other copyright library, so as to improve the availability of British literature, and one or more London libraries with large and useful collections. Such arrangements should enable the National Lending Library to concentrate its acquisition policy on two important categories of literature–heavily used non serial literature which other libraries co-operating in the service are unwilling to lend and literature that does not come within their scope.

36 These proposals mean in effect that the National Lending Library would try to meet requests from its local resources wherever possible and in other cases would make maximum use of the National Reference Library and of the other large co-operating libraries. The latter would supply either direct or, if located in London, through the National Reference Library so as to centralise packing and posting. There might be a small co-ordinating committee which could meet regularly and try to reduce failures and delays to the minimum. All libraries would be encouraged at regular intervals to donate unwanted material to Boston Spa, where the combined national holding would be thoroughly rationalised and used for both lending and reference. In addition, libraries could free valuable storage space in their own building by renting cheap storage in Boston Spa for little-used material that they still wish to retain.

37 The regional library bureaux could continue their present functions, which include organising the collection and retention of categories of literature outside the scope of a national service and the location of sufficient copies of books to meet high peaks of demand. The lending facilities of the National Reference Library and bodies co-operating voluntarily within the National Libraries Service could be available to the bureaux as well as to the National Lending Library.

38 Arrangements on these lines could make possible a fusion of the two types of lending service that exist today and an efficient and flexible use of resources with a minimum of failures or delays.

C BIBLIOGRAPHICAL AND REFERRAL SERVICES

39 The foregoing proposals for reference and lending services pre-suppose extensive co-operation between national and other libraries. For this purpose, good records would be essential, and the National Libraries Service might aim at a suitably comprehensive record of the holdings not only of the two national libraries but also of other libraries co-operating within the Service, and additional material that can be lent through the regional bureaux. An important step in this direction would be for the British National Bibliography to decide to associate itself with the National Libraries Service.

40 Once a network of specialised collections was set up (see paragraph 31), bibliographical and referral services tailored to users' needs could be run to a large extent by the co-operating libraries which possessed or had access to, special knowledge of their subject field. In a more general way, the National Reference Library could do bibliographical work for the National Lending Library and other libraries as well as for its own users. As stated in paragraph 15, there would appear to be a particular need for specialised bibliographical services in the humanities and parts of the social sciences. This work, like the building up of specialised collections, would have a strong claim on any resources that could be released following rationalisation of the national libraries, and the National Reference Library's co-ordinating responsibility could include the planning of this work on a national scale.

41 The National Libraries Service might, we think, take the lead on the subject of mechanised cataloguing. Its starting-points might be the report of the Treasury Management (Services) Division (which, we understand, has been put before the Committee), BML's proposal for computerising its own catalogue, and the OSTI-supported projects whereby BNB is developing a system for putting the full bibliographical recod of new British books on to magnetic tape, and the Bodleian and other libraries are testing the feasibility of integrating such centrally produced records with their own catalogues. The significance of the BNB and related projects is that they involve close collaboration with "Project MARC" based on the US Library of Congress; thus, if the projects are successful, there is a possibility of merging into a single comprehensive record the bibliographical material on new books from Britain, the USA and other national sources covered by "Project MARC".

42 If a computerised record of total resources did not turn out to be too expensive, it could be used in all the main library activities–reference, lending, bibliographical and referral. In particular, it could help the National Libraries Service to determine more easily the scope for rationalisation of holdings between the National Reference Library and the specialised collections; it could provide the National Lending Library with an

up-to-date union catalogue for location purposes which other libraries could use in planning their current acquisitions; and it could make much of the specialised bibliographical work simpler and more straightforward than at present.

D OTHER FUNCTIONS

43 In addition to its functions described above, the National Libraries Service could be responsible for:-

(a) undertaking, either directly or on contract, all operational surveys necessary to obtain a sound factual basis for its long-term policy, for example on the allocation and development of national resources and functions;

(b) the systematic collection and maintenance of library statistics covering all types of libraries;

(c) the review, development and, where practicable, the application of new techniques for more efficient and economic handling of literature, including that which is held in remote storage;

(d) specialised library research and postgraduate training as necessary to supplement the work already being done in these fields by the universities, the Library Association and Aslib; and

(e) making suitable provision for the practical training of other students of librarianship.

LIBRARIES IN CENTRAL LONDON

44 The table set out below has been designed as a reference guide to the accompanying map of Central London which indicates the main libraries with substantial reference collections in the area. The table which lists university, government, specialist and national libraries (but excludes public libraries) is not intended to be comprehensive but may enable the Committee to obtain some idea of the reference resources available in Central London.

45 Column 4 shows the extent to which the collections of each library are accessible to the general public. The degree of access has been roughly categorised as follows:-

1 Intended for members only

2 For reference and research by prior arrangement

3 Open to the general public for reference and research.

Almost all the libraries listed are, as a general rule, willing to help bona fide users requiring material for research and reference purposes that is not available elsewhere. In most cases, this requires some form of prior approval ranging in formality from the approval of a written request (for most government libraries) to the issue of day-tickets to general enquirers. Even where the Library's stated policy is to restrict use to members, it is not uncommon for them to make their collections available to scholars in particular circumstances.

1	2	3	4
Location on map	Library	Approx. size of collection (000 volumes)	Degree of public access
B.M.	British Museum Library	7000	2
NRLSI	National Reference Library of Science and Invention	450	3
NCL	National Central Library	350	–
SML	Science Museum Library	383	3
1	University Library–Senate House	850	2
	School of Oriental and African Studies	290	2
	Warburg Institute	140	2
	Institute of Historical Research	96	2
	Institute of Advanced Legal Studies	90	2
	Institute of Education	85	2
	School of Slavonic and East European Studies	75	2
	TOTAL of 1	1626	
2	London School of Hygiene and Tropical Medicine	50	2
3	University College, London	780	2
4	London School of Economics (B.L.P.E.S.)	460	2
5	Kings College, London	250	2
6	Imperial College, London	150	2
7	Victoria and Albert Museum	350	2
8	Natural History Museum, London	350	2
9	Institute of Geological Sciences	90	2
10	House of Commons	100	2
11	House of Lords	80	2
12	Ministry of Power	160	2
13	Board of Trade (H.W.)	200	2
14	Colonial Office, Commonwealth Relations Office	85	3
15	Ministry of Housing & Local Government	90	2
16	Treasury and Cabinet Office	64	2
17	India Office	260	3–
18	Home Office	25	2

Location on map	Library	Approx. size of collection (000 volumes)	Degree of public access
19	Foreign Office (Printed Library only)	100	2
20	Ministry of Defence (Central and Army)	370	2
21	Ministry of Agriculture, Fisheries & Food	130	2
22	G.L.C. Education Library	250	2
23	Ministry of Public Building and Works	60	2
24	Central Office of Information (Reference Library)	50	2
25	Imperial War Museum	100	3
26	Ministry of Health	100	2
27	Ministry of Transport	40	2
28	Ministry of Defence (Air)	61	2
29	Dept. of Education and Science	163	2
30	Board of Trade (Statistics and Market Intelligence)	85	3
31	Overseas Geological Survey	60	3
32	Ministry of Labour	60	2
33	B.B.C. Reference Library	100	1
34	London Library	600	1
35	Royal Institute of International Affairs	115	2
36	Royal Institution of Great Britain	55	2
37	Geological Society of London	100	2
	Royal Society	150	1
	Linnean Society	80	2
	Chemical Society	60	2
38	Royal Society of Medicine	350	1
39	Royal Institute of British Architects	60	3
40	Dr. Williams Library	100	2
41	British Medical Association	77	1
42	Royal Commonwealth Society	350	2
43	Royal College of Surgeons of England	130	2
44	Royal Geographical Society	90	2

MEMORANDUM*

submitted by

HER MAJESTY'S STATIONERY OFFICE

May 13th, 1968

NOTE ON SERVICES PROVIDED TO THE

British Museum Library

National Central Library

National Lending Library for

Science and Technology

and the

Science Museum Library

1 The supply of all printed matter, stationery, office requisites, paper, office machinery and equipment required by government departments is centralised in the Stationery Office. The cost is borne on the Stationery Office Vote and no charge is normally made to departments. This applies to the Science Museum Library but certain exchequer-financed or assisted bodies such as the British Museum Library and the National Lending Library for Science and Technology are entitled to draw certain supplies and services from the Stationery Office on repayment.

2 The Stationery Office generally receives normal trade discount] on books published in the United Kingdom. Trade discounts are also received on purchases of periodicals and foreign books (usually ordered through agents). Newspapers, on which trade terms are not generally granted, are ordered locally by users and the bills passed to the Stationery Office for payment.

3 The financial advantages of centralised purchasing of commercial books and periodicals are offset to some degree by lengthening of the ordering process, as most publishers will give trade terms on official purchases only if they receive the orders through the Stationery Office. The service from publishers is, however, slow generally, and following a successful pilot exercise with some Departments the Stationery Office is to allow Departments to buy directly themselves through booksellers all books and periodicals where the retail value of any single order does not exceed 63/– for books and 80/– per annum for periodical subscriptions. These limits, which will be reviewed from time to time, have been fixed at a level which should give substantial relief to Departments, when booksellers have the required books in stock or can obtain them quickly, without increasing net costs to Her Majesty's Stationery Office.

4 The Stationery Office supplies no books or periodicals to the National Central Library. The position regarding the other libraries is as follows:

(a) British Museum (National Reference Library of Science and Invention)

Before the transfer of the Patent Office Library to the British Museum all books were supplied by the Stationery Office as an allied service. Now that the Library has its own funds it is gradually taking over ordering from the Stationery Office and this process should be completed by the end of 1968/69.

(b) National Lending Library for Science and Technology

Since 1966 this Library has, as part of the pilot exercise referred to in para. 3, placed its own orders for books up to the value of £5. The higher limit was fixed because the Library qualified in its own right for a special library discount of 10%. It also places orders direct for all French and German books and all foreign periodicals, except Yugoslav, which the Stationery Office continues to handle at the Library's request, because of its special contacts in this area. As from 1969 the Library will also take over the ordering of British periodicals.

(c) Science Museum

The Stationery Office supplies all books and periodicals to this Library as a normal allied service. The amount to be spent is fixed annually by discussion between the Department of Education and Science, Treasury and the Stationery Office. The allocation approved for 1968/96 is £30,000.

5 Apart from supplying commercially published books, the Stationery Office also issues its own publications to the libraries mentioned, except to the National Central Library. The Science Museum and British Museum

Libraries are supplied as an allied service; the National Lending Library for Science and Technology is supplied on repayment terms. This service has for some time been adversely affected because of labour problems. Energetic efforts are being made to resolve them and restore the normal service.

6 Official publications are also supplied to other countries, on behalf of the British Museum, under the arrangements for international exchange of government publications.

7 A small amount of general printing is carried out for the British Museum, National Lending and Science Museum Libraries.

8 Binding services are provided for the National Lending Library for Science and Technology (£40,000 a year) and Science Museum Library (£19,000 a year). The Stationery Office operates a bindery at the British Museum with a staff of 154 exclusively for British Museum work, most of which, of course, demands a high degree of craftsmanship. The cost of this, in staff and materials is about £160,000 per annum at present. In addition, 27 staff at the Stationery Office Manchester bindery are employed on work for the British Museum—the present annual cost of staff and materials is about £30,000.

MEMORANDUM*

submitted by

MINISTRY OF TECHNOLOGY

July 17th, 1968

1 Interests of the Ministry of Technology

1.1 The promotion of technological advance is central to the purpose of the Ministry of Technology. This gives the Ministry a close and practical interest in national arrangements for the organisation and communication of all information affecting the performance and economic and technical development of industry. This interest naturally extends to the organisation, resources and efficiency of the national library system. The Ministry of Technology therefore appreciates the opportunity of submitting evidence to the National Libraries Committee.

1.2 The Ministry's responsibilities under the Science and Technology Act 1965 embrace "carrying on or supporting scientific research" and "furthering the practical application of the results of scientific research". "Scientific research" is defined in the Act as research and development in any of the sciences (including the social sciences) or in technology. These responsibilities were extended through the Ministry's amalgamation with the Ministry of Aviation; and have been further enlarged in the Industrial Expansion Act. Ministerial responsibility for the United Kingdom Energy Authority and for the National Research Development Corporation is also vested in the Minister of Technology.

1.3 On its formation the Ministry was given sponsorship responsibility for certain key industries, including computers, electronics and telecommunications. "Sponsorship" as seen by the Ministry is a positive relationship involving examination of the needs and problems of an industry in order to identify measures which Government can take in concert with industry to foster efficiency, growth and exports. These sponsorship responsibilities have been extended by stages until they cover virtually the whole of the electrical, electronic and mechanical engineering industries, including electrical and mechanical engineering products generally, computers, telecommunications, motor vehicles, electrical and process plant, aircraft and aero-engines, and shipbuilding. These industries account for about 39% of UK manufacturing industry, and inasmuch as they are suppliers of plant and equipment, they affect the competitive strength, and therefore the exports, of practically all manufacturing industry. The new Ministry of Technology also took over many of the functions and most of the resources of the former Department of Scientific and Industrial Research (DSIR). In particular, Mintech was given responsibility for providing technical information services for industry. The National Lending Library for Science and Technology (NLLST) and the more general scientific and technical information work of DSIR were, however, transferred to the Department of Education and Science.

1.4 The Ministry's primary information task is simply stated. It is to ensure that the maximum possible use is made of available scientific and technical knowledge so that British design and production can incorporate the most up-to-date technology. Technological information has become one of the most important factors in design and production. In the ultimate, it sets bounds to the productivity of labour, land and capital.

1.5 The systematic exploitation of scientific progress by industry has become essential: already 66% by value of UK exports are goods with a high technological content. This exploitation provides the key both to new and improved production processes and to the new and competitive goods necessary to expand exports at a faster rate and to slow down the growth of imports. Adequate and efficient national machinery for supplying the information needs of industry and of R & D is a pre-requisite for strong science and technology, and in turn for a strong industrial economy. The task cannot be viewed, however, as solely one for libraries or for librarians because the communication of the results from science and technology is an integral part of all scientific activity. Mechanisms for the communication of information—such as national libraries of the traditional pattern—which place the main onus of use on discovery on the user can fulfil only part of the need.

2 Exploitation of science and technology

2.1 The Ministry of Technology commands large research resources. In 1967/68, the Ministry spent £63 millions on "in-house" research and development; and it financed extra-murally a further £226 millions. This scale of research activity makes the Ministry both a major user and a major producer of scientific and technical information and data of all kinds.

2.2 The Ministry regards the communication of information as an inseparable part of R & D. Its philosophy is that expressed by the Weinburg Committee on Science, Government and Information in the USA: "all those concerned with research and development—individual scientists and engineers, industrial and academic research establishments, technical societies, Government agencies—must accept responsibility for the transfer of information in the same degree and spirit that they accept responsibility for research and development itself". Where it performs or sponsors research or development the Ministry recognises a duty to ensure that relevant results are made known to and used by industry.

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*This paper was prepared in July, 1968, but where possible the figures and statistics quoted have been up-dated to April, 1969.

2.3 The Ministry has, therefore, a substantial and continuing interest in developing and promoting effective measures for introducing the results of R & D into commercial use, and for doing this efficiently and rapidly because to be fruitful new knowledge must quickly reach those who can exploit it. As the output of science and technology increases this becomes harder to achieve.

2.4 Some of the mechanisms used by the Ministry are described in Appendix I. They range from publication in technical journals; through conferences and seminars and the use of exhibitions, films and television; to the provision of training courses and the placing of design study contracts.

2.5 To an increasing extent through collaborative research programmes and by other means industry is being involved from the start as a partner in projects–such as that on Advanced Computer Techniques–so that it is well placed to follow-up quickly technical leads uncovered in research. Recent developments have placed emphasis on:

(a) the packaging of information to meet the particular needs of different classes of users, for example, through the Ministry's Techlink selective information service; and by exploiting the skills and knowledge of the commercial publishing houses;

(b) improving communications between industry and the Ministry through a regional field force of scientists and engineers, and through a linked network of Industrial Liaison Centres (currently 70 in number) sponsored by the Ministry at colleges of technology. These latter are especially concerned with small and medium sized firms. Both the Ministrys Regional Offices and the ILCs are concerned with helping firms to identify opportunities for technological advance and to seek assistance from appropriate sources in the Ministry of Technology and elsewhere.

2.6 Looking to the future, consideration is being given to the creation of a number of specialised information centres based on the Ministry's wide ranging research resources (*vide* Appendix I, paragraphs 8 and 9).

2.7 Already the Ministry commits about 10% of its professionally qualified manpower to information, industrial liaison and advisory activities. Its experience indicates that, while there are no unique or universally effective mechanisms, technology cannot be diffused effectively merely by making information available to potential users. Rather there is a need for approaches which enable the technological needs of potential users to be matched in terms of the practical requirements of individual firms, and particularly their level of technical sophistication, to sources of information, advice and assistance. There is particular need for interaction between the growth points of those sciences and technologies which are abreast of world advances and the industries which can exploit them.

3 Information-handling technology

3.1 The Ministry of Technology has a major concern with information-handling technology both because of the extent of its own communication and dissemination requirements and because of its special responsibilities in relation to the computer industry and to the application of computers. Thus the Department has 20 main libraries which currently spend in excess of £150,000 per annum on the procurement of books and periodicals. These libraries also serve industry. Mechanisation of library operations is thus a matter of practical concern to the Ministry, which is planning the early computerisation of its central library catalogue. A major computer system dedicated to the handlind of information is being created too at the Ministry's TIL Reports Centre, which processes, announces and makes available research and development reports resulting from Ministry-performed or sponsored R & D. A note on the Centre is included at Appendix II.

3.2 Within its research establishments and those of the UKAEA the Ministry also has some of the major national groups working on the computer handling of data and information. The Ministry is thus prominent in international discussions on the standardisation of formats and key parameters in computer information systems to ease the international exchange of information in machine-readable forms. Another aspect being studied interdepartmentally at the instigation of the Ministry is the use of copyright material in computer information storage and retrieval systems. Information-handling technology has also figured in the Technological Collaboration Agreements made with the Soviet Union and other Eastern European countries.

3.3 A review of some likely developments in information technology is given in Appendix III.

4 The National Library system

4.1 Ministry of Technology use of the National Libraries is reviewed in Appendix IV.

4.2 The main concern of the Ministry is with techno-science and therefore with the National Lending Library for Science and Technology (NLLST) and the National Reference Library of Science and Invention (NRLSI).

4.3 *The NLLST* is clearly offering valuable services to industry and to research and development generally. The standards of coverage and performance the Library has set itself and achieved are both deserving of high praise. The Ministry welcomes, in particular, the progressive broadening of the Library's scope into the biological and social scences, but considers that there may be a case for rationalisation of its research report collection and dissemination effort with that of the Ministry of Technology's Reports Centre at St. Mary Cray (*vide* Appendix II). NLLST is pre-eminently a library for use by scientists, technologists and librarians with good "in-house" or local access to bibliographic guides to the literature held at Boston Spa. The Ministry would hope to see, in any reorganization of the national library system, provision of comprehensive search services at NLLST (or an organizationally-linked NRLSI) to aid the exploitation of its resources.

4.4 It is essential that in its design and development activities UK industry should incorporate the latest and best technology available, whatever its origin. There is an onus on Government to ensure that efficent national arragements are made to collect, appraise and make known to those potentially able to apply it the world output of science and technology. 'Collection' is a task of daunting and evergrowing magnitude but one which NLLST has shown itself competent to tackle. 'Appraisal' and dissemination of foreign technology will be a prime task of the specialised information centres under consideration by the Ministry, but there is probably scope for new initiatives to secure the wider and fuller exploitation of the resources of overseas information held by NLLST, and there will be need to secure close working between the specialised information centres and the NLLST.

4.5 It is important that scientists and engineers should have ready access to a national reference library with the functions and coverage envisaged for the *NRLSI.* The value of such a library owes much to its comprehensiveness and to its search services. It is important therefore that the amalgamation of the Patent Office Library and the Science and Technology collection of the British Museum should proceed speedily.

4.6 Organizationally, because of the compatible nature of the services they will offer and because of the unique importance in the national interest of making fully and freely available the literature of science and technology, the Ministry would hope to see a close linking of NLLST and NRLSI. At the very least they should be co-ordinated and their funds routed through a single body fully alive to the needs of industry and of technological development which would be able to ensure close harmonisation of policy. The Ministry would also welcome the development of arrangements which would enable a more positive projection into industry in all parts of the country of the services of NLLST and NRLSI, possibly via the universities and technological educational institutions where the Ministry sponsors Industrial Liaison Centres and Industrial Units.

Ministry of Technology,
London, S.W.1.

APPENDIX I

MINISTRY OF TECHNOLOGY

INFORMATION DISSEMINATION ACTIVITIES

1 Twin interests of the Ministry of Technology are:

(a) the optimum deployment of its R & D resources and funds in the national interest and the effective communication and exploitation of the results;
(b) ensuring that the information and data needs of industry for research, design, production and marketing are met effectively.

2 The main weight of effort is at present on (a) and is directed to accelerating the application of existing science and technology by industry.

3 **Publicity services**

Underlying direct Ministry information dissemination activites is the need to encourage those who can influence the progress of innovation to be responsive to opportunities for technological advance. This is one of the concerns of the Ministry's News and Publicity Branches working through a variety of communication media, including the Press, television, radio, films and exhibitions. To introduce its work to a wider audience the Ministry introduced in 1967 a monthly bulletin for industry, "New Technology".

4 **Exploitation of research**

The Ministry uses a very wide variety of methods to bring the work of its 16 research establishments to the attention of industry. These include:

(a) publication in laboratory reports and memoranda, monographs and books;

(b) publication through learned and technical societies; through lectures, conferences, expositions and seminars; and in the technical press;

(c) the production of films. participation in exhibitions; "open days", etc.

(d) placing design study and development contracts with industry; and joining in collaborative programmes with industry;

(e) imparting knowledge gained through research in training courses and offering refresher training to lecturers.

5 A new information service, 'Techlink', was introduced by the Ministry on an experimental basis late in 1967. This is a selective service which aims to alert users in industry to potentially relevant research leads and technical developments within their fields of interest. It draws on Ministry of Technology and other Government-sponsored R & D, and on overseas research, including US Government research and development. It is described more fully in Appendix II, paragraph 9.

6 The 43 Ministry-supported co-operative industrial research associations devote an average rather over 20% of their budgets to information and advisory services. There range from conventional abstract journals to a mobile laboratory which visits members' factories to deal with difficult problems. Most of the research associations have agreements on the exchange of publications with their opposite numbers in other countries. In general, the information services of the research associations are confined to their members but some services are often available to non-members, for example, the national information and consultancy service on instrumentation and automation, SIRAID, operated by the British Scientific Instrument Research Association.

7 Exploitation of the report literature generated by the Ministry's establishments and obtained under information exchange agreements from the US defence and space agencies, NATO, ESRO/ELDO, and various Commonwealth countries is the task of its Reports Centre at S. Mary Cray (see Appendix II).

8 Looking to the future, consideration is being given to the creation of a network of information analysis centres covering different specialisations but all compatible in the sense of interchanging data and being able, eventually, to grow into a more powerful network with enquirers directly on line. These 'data banks' located at centres of excellence in their field of science or technology, would be nodal points in a computer-linked system. In the long run it is envisaged that this system would be international in scope. Such information centres would have the following main functions:—

(i) Identifying and gathering new information on science and technology in their appointed subject field.

(ii) Critically evaluating such information for current relevance and relating it to other on-going effort which may enhance its value.

(iii) Organising such information in a manner which will permit its retrieval for a variety of potential users in a rapid and efficent way, and if required on a selective basis.

9 Nuclei for such Centres already exist in the Ministry's research establishments and in the research associations which are expected to form the initial base for the system.

10 To improve the lines of communication between the Ministry and industry, the Ministry has established 9 Regional Offices and, linked with these, 70 Industrial Liaison Centres (ILCs) at colleges of technology. The Regional Offices have the function of assisting industry to make full use of the financial, advisory and research resources available from the Ministry, from other government sources, from the academic institutions and elsewhere. They also serve, in reverse, to provide the Ministry with information on industry's needs for programmes of R & D and technical support.

11 The ILCs, which are co-ordinated by the Regional Offices, are concerned specifically with small and medium-sized firms (95% of all manufacturing establishments in the UK have fewer than 500 employees). The Ministry bears the greater part of their cost and is responsible for staff training and technical support. Each Centre is manned by one, or sometimes two, Industrial Liaison Officers (ILOs) whose job is to provide local industry with an information service on technical, production and management matters. They rely very much, as do the Regional Offices, on personal contact for achieving their aims. The ILOs provide an important link between the colleges on which they are based and local industry. Many of the problems posed by industry are resolved by the college staff, particularly those relating to research, production and design. The ILC scheme was designed to establish a network of local points throughout Great Britain to which industry could turn for advice and assistance with day-to-day problems. The service is free but the colleges can and do charge where appropriate for work they may undertake for local industry.

12 The Ministry has also introduced some new productivity services for industry. For example, a Production Engineering Advisory Service inaugurated in March 1967 offers engineering firms technical advice, training and assistance in all aspects of production engineering through seven regionally-based Mobile Demonstration Units visiting individual factories. This service is being run by the Production Engineering Research Association for the Ministry at a cost of about £250,000 per annum. The main service is free but a charge is made for follow-up consultancy visits to assist firms to adapt new techniques to their own production requirements.

13 A further example of the information activities of the Ministry has been support for the provision of design memoranda and data sheets by the professional engineering institutions with the aim of putting authoritative engineering design data into the hands of designers in a readily usable form.

APPENDIX II

THE MINISTRY OF TECHNOLOGY TIL REPORTS CENTRE

1 **Function of TIL Reports Centre**

The Ministry's TIL Reports Centre is the Department's focus for handling unpublished report literature. Its main functions are:–

(i) to acquire, classify, abstract, announce and disseminate the unpublished report output of the Ministry of Technology.

(ii) to serve the research, development and technical information needs of the Ministry of Technology, of other Government Departments and of their contractors, and to this end to operate technical information exchange agreements with the U.S.A., the Commonwealth and the NATO countries.

(iii) to exploit the Centre's holdings of unpublished reports, of technical specifications, etc. in pursuance of Mintech's objectives of upgrading the technological performance of British Industry.

2 **History and present position of the Centre**

The Centre occupies a modern 8-storey building of 60,000 sq. ft. floor space at S. Mary Cray, Orpington, on a site shared with the Patent Office. By agreeement, the related Naval Scientific and Technical Information Service of the Ministry of Defence occupies one floor of the Centre. The Centre has a staff of 110, including 26 scientific grades, and organisationally is a unit of the Productivity Services and Information Division of the Ministry of Technology.

3 The present Reports Centre traces its origins from the 1946 merger of the headquarters technical information services of the Ministry of Aircraft Production and of the Ministry of Supply. When the Ministry of Aviation was formed it constituted the Technical Information & Library Service (TIL) of that Ministry. During this period it was chiefly a defence-orientated facility and provided, in effect, the UK equivalent of the US Defence Documentation Centre. In December 1967 TIL was incorporated into the Ministry of Technology under its present title, and given the responsibilities described in paragraph 1. Since that date it has been required to add to its functions therefore a wider civil remit in support of the Ministry's general pbjectives in relation to the technological strength and performance of UK industry. In consequence, the Centre has been going through a phase of rapid development and change in 1968 to fit it for its new responsibilities.

Report collection

4 All reports received at the Centre are indexed, abstracted and announced, so that they are available for information searches and (subject to normal security and commercial safeguards where applicable) can be loaned to meet requests. In addition, the Centre has a substantial report distributing function within the Ministries of Technology and Defence; to their contractors; to overseas organisations such as NASA and the U.S. Department of Defence; to the Commonwealth; and to NATO/AGARD, etc. The input to the Centre includes:

(i) All research, development and technical reports resulting from the Ministry of Technology's intra-mural and extra-mural programmes.

(ii) All reports issued to their members by the 43 industrial research associations which receive grant aid from the Ministry of Technology.

(iii) R & D reports arising from Ministry of Defence programmes.

(iv) Under inter-government defence agreements, that proportion of the unpublished report output of the US Department of Defence and of NASA which is available to the UK Government.

(v) Under related arrangements, R & D reports by other NATO and Commonwealth countries.

(vi) Non-defence reports by NASA, the US Federal Clearing-house for Scientific and Technical Information, etc.

(vii) US Military Specifications.

5 A certain proportion of the Centre's report collection is security classified and the Centre is the focus of the Ministry's programme for the de-classification of reports.

6 In aggregate the present input to the Centre of UK R & D report literature represents the immediate output of an estimated £410 million p.a. (1967-68) of Government funded R & D. This is approximately 82% of all R & D Financed by the Government.

Dissemination & exploitation

7 The major publication of the Reports Centre is 'R & D Abstracts'. This is a twice-monthly accessions journal containing abstracts of the reports received at the Centre. The subject coverage of the journal is given in Table I. It is prepared in various editions according to the security classification of the reports listed. Part I, which announces generally available ('unlimited') reports, has been put on sale since January, 1968, at an annual subscription of £12.-0 -0d: this price includes a free loan service to UK subscribers for the reports listed. In addition to its being made available to industry in this way, 'R & D Abstracts' is at present distributed free to Government Departments, Universities, Ministry of Technology contractors, and to US and Commonwealth Governments. A special Supplement is distributed free to Research Associations.

8 The exploitation of the Centre's resources is being vigorously tackled. Elements of this effort are:—

(i) A new format for 'R & D Abstracts'.

(ii) The Techlink service (see below).

(iii) The introduction of a computer system for document processing and control, for the production of 'R & D Abstracts' and the various indexes to this, for facilitating searches, etc.

(iv) The planned provision of comprehensive microreprographic facilities for making microfiche from printed reports.

(v) The expansion of the Centre's own 'in-house' printing unit, which prints 'R & D Abstracts'.

9 *Techlink* is a new and still experimental system for the rapid and selective dissemination of technological information to industry. It is aimed at those in industry concerned with research, development and design. Users of the service specify from 52 subject fields those on which they would like to receive Techlinks. The staff of the Techlink unit are in touch with Government research establishments, and also scan a wide range of unpublished overseas reports. Each 'Techlink' contains the essentials of a new technological idea or process summarised on a single sheet and gives details of where further information can be obtained. So far some 300 separate 'Techlinks' have been issued, and, at present, while the scheme is still in the pilot stage the service is free and goes to about 4,000 persons and organisations.

10 The Reports Centre maintains six separate indexes to its holdings (involving at present some 1 million cards) and offers search to its customers. In 1967, some 1950 detailed subject searches were made, many of these resulting in the preparation of special subject lists and bibliographies (e.g. on microelectronics, lasers, fluidics, welding and brazing, etc.).

Rationalization of report handling

11 The TIL Reports Centre has a close working relationship with the National Lending Library for Science & Technology (NLLST), and has not sought to duplicate NLLST's report collection activities. The Centre has supported the initiative of NLLST in seeking to expand its report holdings to the extent that all new 'unlimited' British reports acquired by the Centre are copied to NLLST: these (estimated at 2000 in 1967) comprised approximately half of the UK input to the report collection of the NLLST in 1967. In addition through its Techlink Service the Ministry of TEchnology gives active encouragement to industry to make use of the resources of NLLST. Some overlap with NLLST occurs through the latter's 'British R & D Reports' which announces many reports already publicised in 'R & D Abstracts'. It also occurs in relation to US Government Reports, where there is extensive duplication of holdings and where both NLLST and the Centre provide loan and retention services.

12 Nevertheless, the British input to the Ministry's Centre is substantially more than that which can be transmitted to NLLST, because of commercial or defence considerations. These other reports cannot normally be made available directly to industry but they are fully indexed and available for subject searches at St. Mary Cray. In this way enquirers can be guided to Government research establishments and research associations with the relevant expertise and knowledge, even if the reports themselves cannot be made available. It is also sometimes possible to release a relevant report to an enquirer in an edited form.

13 Aside from considerations of relative holdings the TIL Reports Centre is a purpose-made report handling machine having as its main aim the positive exploitation of its holdings. It is already operating to meet Ministry and defence needs on a scale (300,000 transactions in 1968) which has justified the introduction of computer information handling, a large reprographic plant, etc.

14 From the national view point, there is an evident need to improve the accessibility to research workers and to industry of unpublished R & D reports arising from Government-financed research. To meet this same problem,

the U.S.A. established the Federal Clearing House for Scientific and Technical Information in 1964 as part of the Department of Commerce. An equivalent institution in the UK which would collect, abstract, announce, search for, and sell or loan available reports on all Government-funded R & D would be desirable. In this connection it is relevant that the Ministry's Reports Centre already receives reports relating to an estimated 82% of Government expenditure on R & D, and, by its experience and facilities, is well equipped to operate as a Reports Centre on a Government-wide basis. In principle, and with the agreement of other departments, the Ministry of Technology would be prepared to widen the base of its report operations at St. Mary Cray.

15 A second important requirement is to exploit more actively, in the interest of British industry, available foreign technological information. The Reports Centre already receives and announces a considerable amount of this information. Appraisal and exploitation of such material is part of the remit of the Techlink service. Looking to the future, it could form a major component in any network of Ministry of Technology information analysis centres.

The Reports Centre is already a focus for valuable Government-to-Government exchanges of technological information, but H.M. Government's ability to extend into civil science and technology agreements for such exchanges, or to make new agreements with other countries, would be substantially assisted by being able to negotiate exchanges on a basis of selection from reports on all Government-funded R & D.

TABLE I: SUBJECT FIELDS AND GROUP STRUCTURE

FIELD 1 **AERONAUTICS**
Includes the following Groups: Aerodynamics; Aeronautics; Aircraft; Aircraft Flight Control and Instrumentation; Air Facilities.

FIELD 2 **AGRICULTURE**
Includes the following Groups: Agricultural Chemistry; Forestry.

FIELD 3 **ASTRONOMY AND ASTROPHYSICS**
Includes the following Groups: Astronomy; Astrophysics; Celestial Mechanics.

FIELD 4 **ATMOSPHERIC SCIENCES**
Includes the following Groups: Atmospheric Physics; Meteorology.

FIELD 5 **BEHAVIOURAL AND SOCIAL SCIENCES**
Includes the following Groups: Administration and Management; Documentation and Information Technology; Economics; Human Factors Engineering; Linguistics; Man-machine Relations; Personnel Selection, Training and evaluation; Psychology (Individual and Group Behaviour).

FIELD 6 **BIOLOGICAL AND MEDICAL SCIENCES**
Includes the following Groups: Biochemistry; Bioengineering; Biology, Bionics; Clinical Medicine; Environmental Biology; Escape, Rescue, and Survival; Food, Hygiene and Sanitation; Industrial (Occupational) Medicine; Life Support; Microbiology; Personnel Selection and Maintenance (Medical); Pharmacology; Physiology; Protective Equipment; Radiology; Stress Physiology; Toxicology; Weapon Effects.

FIELD 7 **CHEMISTRY**
Includes the following Groups: Chemical Engineering; Inorganic Chemistry; Organic Chemistry; Physical Chemistry,; Radio and Radiation Chemistry.

FIELD 8 **EARTH SCIENCES AND OCEANOGRAPHY**
Includes the following Groups: Cartography; Geochemistry; Geodesy; Geology and Mineralogy; Hydrology; Physical Oceanography; Seismology; Snow, Ice, and Permafrost; Soil Mechanics; Terrestrial Magnetism;

FIELD 9 **ELECTRONICS AND ELECTRICAL ENGINEERING**
Includes the following Groups: Components; Computers; Electronic and Electrical Engineering; Information Theory; Subsystems; and Telemetry;

FIELD 10 **ENERGY CONVERSION (Non-propulsive)**
Includes the following Groups: Conversion Techniques; Power Sources; Energy Storage.

FIELD 11 **MATERIALS**
Includes the following Groups: Adhesives and Seals; Ceramics, Refractories, and Glasses; Coatings, Colourants, and Finishes; Composite Materials; Fibres and Textiles; Metallurgy and Metallography; Miscellaneous Materials; Oils, Lubricants, and Hydraulic Fluids; Plastics; Rubbers; Solvents, Cleaners, and Abrasives; Wood and Paper Products.

FIELD 12 **MATHEMATICAL SCIENCES**
Includes the following Groups: Mathematics and Statistics; Operations Research.

FIELD 13 **MECHANICAL, INDUSTRIAL, CIVIL, AND MARINE ENGINEERING**

Includes the following Groups: Air Conditioning, Heating, Lighting, and Ventilating; Civil Engineering; Construction Equipment, Materials, and Supplies; Containers and Packaging; Couplings, Fittings, Fasteners, and Joints; Ground Transportation Equipment; Hydraulic and Pneumatic Equipment; Industrial Processes; Machinery and Tools; Marine Engineering; Pumps, Filters, Pipes, Fittings, Tubing, and Valves; Safety Engineering; Structural Engineering.

FIELD 14 **METHODS AND EQUIPMENT**

Includes the following Groups: Cost Effectiveness; Laboratories, Test Facilities, and Test Equipment; Recording Devices; Reliability; Reprography.

FIELD 15 **MILITARY SCIENCES**

Includes the following Groups: Chemical, Biological, and Radiological Warfare; Defence; Intelligence; Logistics; Nuclear Warfare: Operations, Strategy, and Tactics.

FIELD 16 **MISSILE TECHNOLOGY**

Includes the following Groups: Missile Launching and Ground Support; Missile Trajectories; Missile Warheads and Fuses; Missiles.

FIELD 17 **NAVIGATION, COMMUNICATIONS, DETECTION, AND COUNTER-MEASURES**

Includes the following Groups: Acoustic Detection; Communications; Direction Finding; Electromagnetic and Acoustic Countermeasures; Infrared and Ultraviolet Detection; Magnetic Detection; Navigation and Guidance; Optical Detection; Radar Detection; Seismic Detection.

FIELD 18 **NUCLEAR SCIENCE AND TECHNOLOGY**

Includes the following Groups: Fusion Devices (Thermonuclear); Isotopes; Nuclear Explosions; Nuclear Instrumentation; Nuclear Power Plants; Radiation Shielding and Protection; Radioactive Wastes and Fission Products; Radioactivity; Reactor Engineering and Operation; Reactor Materials; Reactor Physics; Reactors (Power); Reactors (Non-power).

FIELD 19 **ORDNANCE**

Includes the following Groups: Ammunition, Explosives, and Pyrotechnics; Bombs; Combat Vehicles; Explosions, Ballistics, and Armour; Fire Control and Bombing Systems; Guns; Rockets.

FIELD 20 **PHYSICS**

Includes the following Groups: Acoustics; Crystallography; Electricity and Magnetism; Fluid Mechanics; Masers and Lasers; Optics; Particle Accelerators; Particle Physics; Quantum Theory, Solid Mechanics; Solid-state Physics; Thermodynamics; Wave Propagation.

FIELD 21 **PROPULSION AND FUELS**

Includes the following Groups: Air-breathing Engines; Combustion and Ignition; Electric Propulsion; Fuels; Jet and Gas Turbine Engines; Nuclear Propulsion; Reciprocating Engines; Rocket Motors and Engines; Rocket Propellants.

FIELD 22 **SPACE TECHNOLOGY**

Includes the following Groups: Astronautics; Spacecraft; Spacecraft Trajectories and Reentry; Spacecraft Launch Vehicles and Ground Support.

APPENDIX III

REVIEW OF LIKELY DEVELOPMENTS IN INFORMATION HANDLING

1 In the scientific and technological information fields two dominant organisational developments can be predicted,—the multiplication of centres specialising in the data and documentation of a narrow subject range, and the growth of increasingly rapid communication links between such centres and more generalised information points.

2 The exploitation of recent and future technological achievements will serve both these developments. At individual centres of all kinds computers will store, process and propagate an expanding volume of information of various types with increasing effectiveness and economy. Among centres, and between them and the producers and users of information, communications will increasingly be in forms directly acceptable by computers, and telecommunications will facilitate more rapid searches for information from a distance. All these developments are now under way and future library systems for science and technology will need to fit into the context of information networks designed for the faster and surer transfer of information both nationally and internationally.

3 Ministry of Technology is intimately involved in this rapid evolution not only as a producer and user of information on a large scale but also through its responsibilities for the advance and employment of the relevant technology. In its own research establishments, through its support of industry and through contracts with other bodies, it pursues a large co-ordinated programme of research and development relating to computers and allied equipment, automation, telecommunications and advanced information-handling techniques. Its computer-aided design work, to which very large computer resources are being devoted, will require very fast access to large volumes of data with highly accurate recall, and fast-retrieval techniques of wide application are being developed. The Ministry has responsibilities also for promoting the national and international technical standards which are vital to the growth and economics of adequate information services. Through its Computer Advisory Service, its support of the National Computing Centre and in other ways the Ministry is in close touch with the evolving needs of many users of information technology and actively seeks the co-ordination of users' interests and their correlation with both research and development work and industrial effort.

Future developments in information handling

4 The extend to which the use of books, journals and printed reports will be effected by the development of computer-based information systems is not yet clear, but it could in some areas be considerable. Using only existing techniques it is possible to have a system of information transfer from author to reader which entirely eliminates paper. The author can keep his notes and build up a report very conveniently by typing directly into the computer, from a distance, using a visual display screen to study and revise his script. Necessary information and data may be culled or verified from the computer's information store and diagrams and drawings may be perfected on the screen using a light pen or similar device. When complete the report may be submitted entirely through the computer network to editors who in turn may use their terminals in a similar way to the author, to evaluate, modify, accept and edit the work. It may then be indexed and provided with an abstract by information officers using visual display terminals (or under some conditions by automatic indexing and abstracting) and be made available on the computer store for consultation by readers also using display terminals. If printed copies are required, the storage of text by the computer facilitates automatic typesetting, or phototypesetting, and also the direct production of microfilm from the computer is possible. At any user-point long or short extracts of the report may be made on paper if required.

5 The long-term implications of such developments are of interest not only to those who store books, journals and reports but also of course to those who produce them; and the Ministry has for some time been discussing with the publishing industry the significance of these trends and the roles that publishing organisations may play in information systems of the future. In some fields the process of transferring information about new industrial products from the manufacturer to designers and potential purchasers has already been much improved by the emergence of systems of selective dissemination of information which transfer data more rapidly and effectively than the normal method of advertising. The technology used in such systems is not as yet very advanced and they can be expected to grow markedly in scale, in scope and in efficiency.

USE OF THE NATIONAL LIBRARIES BY THE MINISTRY OF TECHNOLOGY

1 In relation to its size and breadth of interests the Ministry of Technology is a modest user of the national library network. The majority of its requests for material and searches are directed to the NLLST (and through this on occasions to the Science Museum Library) and to the NRLSI. Ministry libraries in 1967 made approximately 7,000 applications to NLLST for books and periodicals: approximately 80% of these requests were met.

2 Traffic with the NLLST is tending to increase but remains small in relation to the total information needs of the Ministry of Technology. In large part this is due to the Ministry's self-sufficiency in internal library and information services. Little or no use is made of the NLL Reports Service (British Research and Development Reports) because the majority of the reports announced are from Ministry or related sources or are already available within the Ministry's system.

3 Use of the other national libraries is sporadic. The Patent's Office Library (now NRLSI) is used on occasions for searches; and the National Central Library records have been used to locate material which would not otherwise have been found.

MEMORANDUM

submitted by

THE PATENT OFFICE

18 January, 1968

THE NATIONAL COLLECTION OF PATENTS

1 The National Reference Library of Science and Invention, to which the Committee will no doubt be giving consideration, is based on the Patent Office Library which was run by the Patent Office for over 100 years. An important part of the Library's collection consists of sets of patent specifications of all the major countries, and the related material such as the Official Journals of Patent Offices, foreign laws, abridgments of patents, and so on. The Patent Office does not conduct its own searches in this material although it makes reference to it from time to time. It is possible that this will increase in the future if certain proposals for greater international co-operation in patents are carried out. In practice the material is mainly used by outside searchers, who may or may not be directly concerned with patent matters as such, but especially by Patent Agents in connection with their professional work. To meet the special needs of the latter the Library has always held and maintained a number of sources of information about British patents, such as an alphabetical name index of current patent applications and Registers of applications, stages of progress of industrial patent applications and of the payment of renewal fees. These are really more a public service which could be expected from the Patent Office than part of the facilities of a general library, but their long association with the Library has clearly been of convenience to its specialist users.

2 So long as the Library and the Patent Office were associated physically there was no reason why these arrangements should not continue, even though the two organisations were under separate control, i.e. with the Library as part of the British Museum. This is, of course, the present position with the Holborn Division of the Library situated in the main Patent Office building. Nor would there have been any difficulty if both had moved, as was proposed, to a joint building on the South Bank or to a shared site. When it was proposed to move the Patent Office to Croydon it was evident that the physical separation would be inconvenient to the Patent Office, although this was not regarded as a determining factor. It was also very clear that the separation would cause serious difficulty to the professional clients of the Patent Office and this was one of the considerations which led to the decision to retain the Patent Office in Central London.

3 Since the future of the National Reference Library of Science and Invention with the patent collections is under consideration it has been thought right to draw the attention of the Committee to the desirability that at least the patent collections and records should be kept near the Patent Office, in order that they may be of the maximum benefit and convenience to those professional users to whom they are of such great importance and to the Patent Office.

4 The patent collections are kept up to date with material obtained by the Patent Office, on behalf of the Library, from foreign Patent Offices in exchange for its own publications. So far as duplication of the collections in both the Library and the Patent Office is concerned, this would be practicable—at some expense—in respect of future publications. But to duplicate the existing collections, which include some 10,000,000 specifications, apart from other material, is clearly impracticable.

MEMORANDUM

submitted by

PUBLIC RECORD OFFICE

June 7th, 1968

I enclose a rather lengthy note on the Public Record Office to supply the background information for which you asked.

On the specific points mentioned my comments are:

(a) For official purposes there is no necessity for the Public Record Office to be in close proximity to the British Museum. Official contacts are limited and can usually be made by letter or telephone. Their close proximity would meet the convenience of many users of both institutions, especially those engaged in historical research, but cannot be considered a necessity.

(b) The possibility or practicability of amalgamating the Public Record Office with the British Museum (Department of Manuscripts) appears remote. It is true that the latter has acquired many strayed public records and in many respects its collections are complementary to the public records. But it is basically a different kind of institution, acquiring its manuscripts by purchase or gift, with a strong literary and antiquarian bias, while the Public Record Office is a government department, having statutory custody of public records, not disposing of funds for the purchase of manuscripts and accepting gifts of a very restricted class of papers supplementing the official records. The similarity of the Office and the Department consists in their services to the same or similar classes of students, and is shared by many other institutions.

(c) Unless the National Library Service is conceived as embracing the entire national heritage of the written word, whether published or not, there appears to be no obvious role for the Public Record Office in relation to it. The basic source materials for many of the historians of all kinds, social scientists and other students who will use the National Library Service are to be found in the Public Record Office, but they will make their approach to them directly. No doubt there will be contacts, but not appreciably more than there are now with the constituent parts of the proposed National Library Service.

PUBLIC RECORD OFFICE

The Public Record Office was originally established to carry out the provisions of the Public Record Office Act 1838 (1 and 2 Vict., c.94), under which the Master of the Rolls was given responsibility for keeping safely the Public Records.

This Act and two subsequent Public Record Office Acts of 1877 and 1898 were repealed by the Public Records Act 1958, following the report of the Grigg Committee on Departmental Records (Cmd. 9163). The 1958 Act authorised the transfer of overall responsibility for public records from the Master of the Rolls to the Lord Chancellor, who was empowered to delegate to a Keeper of Public Records the general administration of the Public Record Office.

The Act made provision for the permanent preservation of selected public records and for the disposal of records not selected for permanent preservation. Authorities responsible for public records were required to arrange for records considered worthy of preservation to be transferred within thirty years of their creation to the Public Record Office or such other place of deposit as might be appoin ed by the Lord Chancellor; but allowance was also made for the transfer to be delayed in special circumstances, subject to the Lord Chancellor's approval.

Public Records were generally to be open to public inspection 50 years after their creation, although the Lord Chancellor was enabled to vary the period in certain circumstances for any particular class of records. The period of 50 years was reduced to 30 years by the Public Records Act 1967.

The main functions of the Public Record Office may be summarised as:—

(1) Guidance to Departments, Courts and other agencies of Government in the selection of records for permanent preservation and supervision of their transfer to the Public Office.

(2) Responsibility for the custody and preservation of such records after their transfer.

(3) The provision of facilities for public access to records open to public inspection, particularly in the public search-rooms and through its photographic services and publications. During 1967 53,300 attendances in the search-rooms were made by members of the public, who inspected over 182,000 documents. The photographic services supplied about 12,000 reels of posirive microfilm, 2 million microfilm exposures, 181,000 Xerox prints and 6,400 photostat prints.

The Office has a small museum where a slection of documents of special interest is on permanent display.

The headquarters building in Chancery Lane houses the administrative staff and four public reading rooms with seats for 160 readers, the conservation and photographic staff and repository accommodation for about 132,000 footrun of records. Since 1951 the Department has had a repository at Ashridge Park in Hertfordshire with 160,000 feet of shelving and a reading room for about 20 readers. Additional accommodation has recently been provided at the Land Registry in Lincolns Inn Fields, where a reading room for 50 readers has now been opened and where in the course of the next year it is hoped to have reading rooms for upwards of another 100 readers and storage for about 40,000 feet of records.

The department also has under its control building at Hayes, Middlesex, with 1,200,000 feet of shelving for records not required for current reference in their Departments, but not yet ready for elimination or transfer to.the Public Record Office.

It has for some years been evident that considerable increase in accommodation both for records and for readers is necessary to meet immediate and long term requirements. Records are being transferred to the Public Record Office at an estimated rate of 6,000 feet a year an; fresh accommodation will have to be found for the records now at Ashridge when the lease of the premises there expires in 1984, or sooner if, as is likely, the lease is surrendered in the mid-70's. To meet storage requirements by the year 2,000 it is estimated that a new repository with 360,000 feet of shelving is required.

Under the Public Records Act 1958 records were made open to public inspection 50 years after their creation. A further relaxation of restriction of access was made in 1966, and under the Public Records Act 1967 access is now given at 30 years. This liberalisation of access to near-contemporary records has coincided with a great increase in public interest in the records generally, largely as a result of the extension of higher education throughout the world. Pressure on the search rooms has rapidly increased, to the extent that the average number of readers using the Public Record Office has more than doubled during the last ten years, and during the summber months of 1967 it outstripped the accommodation available. It is conservatively estimated that by the year 2000 it will be necessary to provide 500 seats for about 900 readers a day.

Over the past fifteen years various plans for more intensive development of the Chancery Lane site have been proposed, chiefly with the objec of providing more search room facilities. They have had to be abandoned for various reasons–objections by the planning authorities, engineering difficulties, and finally realisation of the inadequacy of the site to meet all requirements that can be foreseen.

It has therefore been decided to divide the Office between two sites and to provide a purpose designed repository and search room accommodation complementary to the Chancery Lane building on another site, taking into account capacity for further expansion, accessibility, availability and cost. There is at Kew a site owned by the Ministry of Public Building and Works, consisting of 17 acres, accessible by public transport and about 7 miles from central London. It is not thought likely that the local authorities would object to the development of the site for a Public Record Office. No other site equally suitable is available at present. Approval is therefore to be sought for the use of the site at Kew for the Public Record Office.

The Lord Chanceller's Advisory Council on Public Records expressed itself strongly in favour of a building in central London within a mile or two of Chancery Lane, but has now agreed that practical considerations favour acceptance of the proposal to build at Kew.

INVITATION TO UNIVERSITIES TO SUPPLY EVIDENCE

The following letter was sent by the Chairman of the Committee to all Universities in the United Kingdom on 13th February, 1968

The National Libraries Committee has asked me to write to you and to the Vice-Chancellors of the other universities in the United Kingdom to seek advice on the functions of a National Library Service. I enclose for your information the terms of reference and details of the membership of the Committee.

In particular, the Committee would value information on the following matters:—

(i) *To what extent are the existing national library services used by the academic and research staff?*

The Committee has a special interest in the role that each of the four national libraries plays in providing study and research facilities for members of your university which cannot be met by the university library or elsewhere. The Committee would be particularly grateful, therefore, if any factual information is available or can fairly readily be obtained about;

(a) the subject fields for which the facilities of each library are particularly important;

(b) the extent to which each library is used by academic and research staff in relation to their overall needs for library facilities;

(c) any variations in the pattern of use of each library during different periods of the year.

In addition, information about the extent to which studies requiring the use of the British Museum Library also demand the facilities of either the Museum's antiquities collections, or the Department of Prints and Drawings would be very relevant to the Committee's work.

(ii) *Does the existence of national facilities affect the acquisition or other policies of your university library, or enable economies to be effected in the provision of itss services?* If so, the Committee would appreciate brief details.

(iii) *In what respects could national facilities be changed or augmented in order to provide a better service to the members of your university?* Where appropriate, it would be helpful to distinguish between the needs of different types of user, or subject fields.

(iv) *If national reference facilities are regarded by you as essential, should they be organised to give open access to the books on the shelves?* The answer to this question clearly depends upon the importance of browsing as a research tool. It may be that the importance of browsing varies with subject, or, perhaps, depends upon the availability of adequate bibliographic aids.

(v) *Does your library provide facilities to members of the public and does it co-operate with regional schemes for inter-library lending?* This information would be of interest to the Committee because, in considering the functions of a national library, it will have to take note of the facilities provided regionally.

(vi) *Does your university wish to comment on the information and recommendations of the U.G.C. Report on University Libraries,* inasfar as they are relevant to the provision of national library facilities?

In addition to the above topics, the Committee hopes that you will feel completely free to comment as you would wish on any aspects of the National Libraries Committee's task. The Committee will undoubtedly be most grateful for any help that you can give them.

The Committee has been asked by the Committee of Vice-Chancellors and Principals whether the evidence from individual universities can be made available to them also. If the universities concerned have no objection, my Committee is willing for this to be done. Perhaps, therefore, you would let me know if you do *not* wish your evidence to be made available to the Vice-Chancellors' Committee.

We are asking that evidence for consideration by the National Libraries Committee should, if at all possible, be submitted by the 30th April. In some instances, however, it may prove very difficult to meet this date line. If this should be the case with any evidence that your university may wish to place before the Committee, it would be most helpful if you could inform me as soon as possible the date by which you would hope to have your evidence ready.

If at any time I can be of assistance, please do not hesitate to contact me.

MEMORANDUM

submitted by

UNIVERSITY OF ABERDEEN

May 23rd, 1968

The four national libraries mentioned in the terms of reference of the National Libraries Committee are the following:—

1 The British Museum.

2 The National Central Library.

3 The National Lending Library for Science and Technology (Boston Spa).

4 The Science Museum Library.

1 Direct application to the British Museum is made only for photocopies of material which it is known cannot be obtained elsewhere. The delay in obtaining photocopies is excessive, sometimes as much as several months.

2 Application to the National Central Library is made in respect of material in the humanities and the social sciences (though the National Lending Library is becoming increasingly more important in the social sciences) which is not known to be available in a library to which direct application can be made. The delay in the receipt of such material may be as much as six weeks, or even considerably longer, particularly in the case of items obtained from abroad.

3–4 Application is made to the National Lending Library for material (mainly periodical articles) in the science and in medicine. The material requested is normally supplied by return of post, and an even more rapid service may be obtained if the borrowing library has had Telex installed. Applications which cannot be met by the National Lending Library are forwarded by them to the Science Museum Library (approximately 10% of the total). Applications cannot be made direct to the Science Museum Library.

In the following table are given the total number of requests made during the period July 1967 – February 1968 for the loan of material (or for photocopies) in various subject fields and the number of requests that were satisfied by:—

(a) The National Central Library.

(b) The National Lending Library.

Other libraries. (Other libraries include the Scottish Central Library, mainly for Scottish material or for British books published since 1959; university libraries and special libraries, including those of scientific institutes such as the Rowett and the Marine Laboratory, etc. Requests to university and special libraries are mainly in respect of journals known to be held by them.)

	Total	N.C.L.	N.L.L.	Others
Humanities	559	180	3	376
Social sciences	565	93	42	430
Biological sciences	546	28	316	202
Physical sciences	323	24	237	62
Applied sciences	146	5	94	47
Pre-clinical medicine	158	3	95	60
Clinical medicine	649	7	385	257

Answers to and comments on the questions contained in the letter of the Chairman of the National Libraries Committee

(i) (a) The British Museum (for reference purposes) and the National Central Library (for lending purposes) are of particular importance for the humanities and the social sciences. The National Lending Library for Science and Technology is of outstanding importance for lending purposes in science, medicine and technology, and of less (though increasing) importance in the social sciences. The Science Museum Library (and the National Reference Library of Science and Invention, i.e. the Patent Office, now a branch of the British Museum) are important for reference purposes in the sciences.

(i) (b) In science and medicine, the needs of most members of the academic and research staff are met by the National Lending Library in conjunction with specialist libraries such as those of the Rowett Research Institute, the Marine Laboratory, the Royal Society of Medicine, and so on. In the humanities and social sciences on the other hand, a very much smaller proportion of the requirements of research workers, in so far as the lending of material is concerned, is met by the National Central Library itself. Many requests, even though channelled through the National Central Library, are met eventually, if they are met at all, by other libraries in this country or abroad and then only after a very considerable delay. While the British Museum does not lend and its photocopying service needs to be greatly speeded up, it is of considerable importance for reference purposes in the humanities and social sciences.

(i) (c) So far as the borrowing of material from the national libraries is concerned, there does not appear to be any discernible variation in the pattern of use during different periods of the year. On the other hand, the British Museum is used for reference purposes to a much greater extent during the summer vacation than at any other time of the year.

(ii) It is pointed out by the Faculties that heads of departments exercise considerable restraint in the recommendation of new periodicals in the knowledge that those for which the demand is not likely to be very great can be borrowed from the National Lending Library.

So far as science and medicine are concerned, the facilities provided by the National Lending Library are good and are constantly being improved. Every encouragement should be given to the National Lending Library to extend its holdings in the social sciences and so enable it to provide the same facilities in this field as it does in the other sciences. (Alternatively, provision for the social sciences could be taken over by the National Central Library or the lending department of the suggested British National Library.) In the humanities, the great need is for a national lending library with as wide a coverage as possible in both British and foreign material. This could probably be achieved (though at considerable cost) so far as journals and other serials are concerned. In the humanities however, much of the demand is for monographs rather than periodicals and here probably the most that could be achieved would be the building up by the National Central Library (or the lending department of the proposed British National Library) or a union catalogue of the holdings of the major research libraries in the country.

(iv) National reference facilities are essential and should presumably be based on the present British Museum collections (including those of the National Reference Library of Science and Invention, i.e. the Patent Office). Open access to the shelves in such collections is clearly desirable, but would be difficult to implement. In this connection, it is essential to stress the utmost importance of a central site in London (such as the present British Museum site) for *all* the national reference collections.

The Faculty of Medicine have intimated that they would welcome the development of information retrieval services such as MEDLARS.

(v) Aberdeen University Library provides reference facilities to members of the public on request, and it co-operates through the Scottish Central Library in a regional scheme for inter-library lending.

(vi) The recommendation contained in the U.G.C. Report, that the library departments of the British Museum should be separated from the rest of the Museum and reconstituted as The British National Library, deserves every support.

MEMORANDUM

submitted by

UNIVERSITY OF ASTON IN BIRMINGHAM

May 14th, 1968.

Introduction

The enquiry was considered by the Library Committee which recommended an enquiry directed to every member of academic and research staff by means of a questionnaire based on the communication received from the National Libraries Committee. Some information not called for by the enquiry e.g. use of major or specialist libraries was felt to be of national as well as local interest and hence it is included in the reply.

A copy of the questionnaire circulated to staff is attached for information

Summary of replies (174)

1 112 made no direct use of any of the national libraries.
Use of the national libraries was noted as follows:—

British Museum Library	Frequently	4	Rarely	17
National Lending Library for Science & Technology	Frequently	4	Rarely	16
National Central Library	-	-	Rarely	10
Science Museum Library	Frequently	2	Rarely	14

Other major/specialist libraries used were as follows, indication of the part played by that library in relation to overall library needs being incorporated.

	Degree of importance	
Cambridge University Library	(Minor)	(4)
National Geological Museum Library	(Minor)	
Patent Office Library	(Minor)	(3)
British Optical Association	(Minor)	(2)
	(Major)	
Institute of Ophthalmology	(Minor)	
Research Association Library (Metallurgy)	(Minor)	
Institution of Structural Engineers	(Minor)	
R.A.P.R.A. Library	(Minor)	
Institution of Gas Engineers	(Minor)	
Royal College of Nursing	(Major)	
Hospital Centre, London	(Major)	
Institution of Electrical Engineers	(Major)	
Institution of Civil Engineers	(Minor)	
Iron & Steel Institute	(Minor)	
Geological Society	(Minor)	
Pharmaceutical Society	(Minor)	(2)
Institution of Mechanical Engineers	(Minor)	
London School of Economics	(Minor)	
	(Major)	
University of London	(Minor)	(2)
Oxford Colleges	(Minor)	

	Degree of importance	
British Psychological Society	(Minor)	
Bodleian	(Major)	(4)
Radcliffe Science Library, Oxford	(Minor)	
Operational Research Society	(Minor)	
Guildhall Library	(Minor)	(2)
	(Major)	
London Library	(Minor)	
National Library of Scotland	(Minor)	

Generally speaking, there was direct correlation between frequency of use and importance to the respondent of that library.

2 The subject fields for which users found particular libraries important were specified to any extent only in the case of the specialist libraries, and these were largely self-evident.

3 The information has been incorporated in 1.

4 On the pattern of use, users tended to visit libraries outside Birmingham mainly during long vacations when they had more time at their disposal.

5 107 replies were in favour of a closed access national reference library of several million volumes, and of the 57 in favour of open access, 23 would accept closed access if comprehensive, annotated bibliographies were available in support.

6 Comments have been sumarised as follows:—

Photocopy service

A wider provision of microfilms in lieu of loan, and a modification of the Copyright Act to permit photocopying of large portions of periodical parts and of books was requested. Referring to the N.L.L., comment was received on the poor quality of some photocopies supplied and on delays resulting from the passing of requisitions between the Science Museum Library and the N.L.L.

Inter-Library Loans

A general availability of Telex to enable enquirers to be kept informed of the progress of a request for an item when several libraries were involved, was requested.

Bibliographic services

7 requests for comprehensive annotated bibliographies were received. Other requests were for wider coverage by journals of the "current contents" type preferably with evaluation of papers, speedier publication of abstracting services and more detailed indexing, and amalgamation of abstracting services into one comprehensive service as in the U.S.S.R.

Regional library facilities

The need for improved library facilities on a regional basis to supplement national facilities was mentioned in four replies.

Translations

Eight requests were received for a wider, speedier provision of translations generally. Particular languages were not specified.

National facilities generally

Three respondents pressed for the early implementation of a national on-line computerised information service. Two felt that existing library/information services were not sufficiently publicised.

Other requests were for one reader's card to give admission to all national libraries; the inclusion of a national trade literature collection; long hours of opening seven days a week of national libraries, and the provision of hostel facilities for users.

The following comments are based on use of national library facilities by the University Library on behalf of academic and research staff and numerals relate to the letter of enquiry NLC I/E dated 17.2.1968.

(i) Use of national libraries during session 1966–67.

N.C.L.	200 items borrowed
N.L.L.	665 items borrowed, 1630 photocopies rec'd
Patent Office Library	50 photocopies received

(a) The National Central Library is mainly of value to us in supplying material in the Social Science field, whereas the N.L.L. and Patent Office Library are valuable supplementary services in the fields of science and technology. We regard the N.L.L. and Science Museum Library as a combined service. (A form despatched to one of the libraries may in fact be dealt with by either one).

(b) No definite answer can be given as it will depend not only on an individual but on the nature of the enquiry at the time, e.g. the N.L.L. and Patent Office Library may play a prominent part if U.S. Govt. Research Reports, translations, foreign language periodicals in a "fringe" subject are needed to provide answers to enquiries.

(c) No pattern is discernible in the variation of use.

(ii) The facilities of the N.C.L., N.L.L. and Patent Office Library do provide alternatives to the purchase of translations, reports, and marginally-used periodical titles. In the case of periodicals, the need for binding and eventual shelf storage can be obviated.

(iii) A speedier loan service via the N.C.L. is needed. A wider availability of Telex would be of help here. While the N.L.L. provides rapid service of material it has in stock, long delays result when a periodical part which the N.L.L. ostensibly holds according to its published list of periodicals is not in fact in the Library. A week's delay in being informed that a part is not held by the N.L.L. is not uncommon. Further, users are not informed when gaps in holdings are filled.

In brief, N.L.L. service can be frustrating to user libraries owing to the absence of a published catalogue giving details of its holdings.

(iv) The existence of adequate subject bibliographies, and review series will reduce the need to browse through a very large reference collection where this can be difficult. In fact such bibliographic provision is a key factor in the efficient use of a large library.

Browsing is likely to be more necessary in the fields of social sciences and humanities where subjects of investigation tend to be less clearly delineated in terms of published literature.

Closed access reference facilities, provided they are backed up by speedy service, may well prove more effective overall than open access.

(v) The Library allows use by non-members of the University who have serious study requirements. They may be members of the general public referred to us by public libraries, senior employees from industry referred to us by the Industrial Liaison Officer, or students from other Universities or Colleges.

The Library co-operates formally with the Regional Library Bureau, National Central Library and Aslib, and also informally with local industrial libraries.

(vi) The Library Committee will be reporting its deliberations of the Parry Committee Report to Senate in the near future.

UNIVERSITY LIBRARY

29th February 1968

NATIONAL LIBRARIES ENQUIRY

1 Do you *directly* (i.e. other than through the University Library) use the services of:

a)	British Museum Library	Frequently/Rarely/Never
b)	National Lending Library for Science & Technology	Frequently/Rarely/Never
c)	National Central Library	Frequently/Rarely/Never
d)	Science Museum Library	Frequently/Rarely/Never
e)	any other major library e.g. Bodleian, Society Library.	Please list.

2 If you answer affirmatively to 1. a, b, c, d, or e, can you state in each case the subject fields in which you use the facilities of that Library.

a)
b)
c)
d)
e)

3 If you answer affirmatively to 1. a, b, c, d, or e, can you state in each case what part that library plays in your overall need for library facilities.

a) Major/Minor
b) Major/Minor
c) Major/Minor
d) Major/Minor
e) Major/Minor

4 If you have answered affirmatively to 1. a, b, c, d, or e, can you indicate variations in the pattern of your use of that Library during different periods of the year.

a)
b)
c)
d)
e)

5 a) Assuming provision of a national reference library of several million volumes would you prefer it to be organised on an open access basis (e.g. to permit browsing) or on closed access with speedy delivery to a service point? OPEN/CLOSED

b) *If you answered in favour of open access,* would your opinion be likely to be changed in favour of closed access if there were comprehensive annotated bibliographies in your fields of interest? YES/NO

6 In what respects would you say that national facilities could be improved to provide you with a better library service.

Dept.

MEMORANDUM

submitted by

BATH UNIVERSITY OF TECHNOLOGY

May 8th, 1968

It was not possible to carry out a systematic survey of the University, but only to conduct a number of very informal interviews during which the matters raised by the National Libraries Committee were discussed. Where possible, the Head of each School, or a member of his staff, was seen by the University Librarian. This memorandum is an attempt to summarise the results of these interviews.

Since the University is a technological one, the large bulk of needs is in pure and applied science, and these therefore are considered first. Most of the literature requirements in science subjects are of course for periodical literature, and to a lesser extent for report literature and theses. Use of periodicals falls into two broad categories: references traced through other articles or through indexes and abstracts, and scanning of recent issues.

In the first category, since the item is identified, the only problem lies in obtaining it, and inter-library loan can therefore readily supplement the service given by each institution. It can *only* supplement it: a high proportion of demand must be met on the spot, for several reasons:

(i) the train of thought of the researcher may be interrupted by the delay, and research held up;

(ii) inter-library loan is very expensive to the borrowing institution and if a certain title is much in demand it is cheaper to provide it on the spot;

(iii) because of the delays and expense, some references may not be followed up at all.

If some basic periodicals are present locally in long runs, and a large number for the last few years, perhaps 70% of this retrospective need can be met. The other 30% requires a very fast and efficient loan system. Three days would seem a reasonable aim, though longer delays are often tolerable. A week is probably the maximum average tolerable delay. The proportion of failures is still high; if a library handles 4,000 requests a year, even 10% represents 400 failures. The National Lending Library's service could therefore still do with improvement, even for periodicals; for books the service is considered to be much weaker. Often failures appear more numerous to users than they actually are, and few have complete faith in the service.

The other type of need, for scanning of current literature, was stated by some to be more common and important than the retrospective need. Inter-library loan can clearly be of little use here, since current awareness tools are not yet able to fulfil the functions of browsing, and many items are not recognised to be of interest until they are seen. The university library cannot offer as wide a range of journals as would be required for users to keep up fully with current material, and the ability to use a very large library is therefore important. This need is met at present partly by Bristol University Library, more fully by the Science Museum Library, the Patent Office Library, and libraries of specialist institutions (Chemical Society, etc.). These latter libraries are all in London, and are usually visited briefly during a trip to London for a committee meeting or a conference. Very few have the time to make a special trip to London. This means that centrality is very important: if these libraries were in the suburbs, or outside London altogether, they would simply not be used by most scientists.

The libraries of specialist institutions are more popular than the large libraries because the meetings which people are attending are often held there, and the collections are easier to use. This is partly a question of size, but partly of arrangement. The limited time researchers have to spare, and the need to scan a large number of journals, make open access essential, for current journals at any rate. Researchers are conscious that by using the specialist libraries they are not being exposed to relevant material in fringe disciplines, and they would therefore perhaps be more inclined to use the larger libraries if they were more readily usable.

I put to several the question "if you had 12 references to follow up, and you could do so either by an afternoon trip to London or by inter-library loans, which would you do?" Not unexpectedly, all answered "inter-library loans' ;the reason given in every case was the time and effort involved in a special journey to London. The need to use a lot of material in conjunction is rare in science and technology. It would then appear from those I interviewed that while large comprehensive collections of current material, housed centrally in London and organised for maximum ease of use, would meet a real need, non-current material could probably be housed elsewhere with little inconvenience.

Report literature and theses, while recognised by some to be of importance, appear to be inadequately exploited at present, partly because the standard secondary tools such as *Dissertation Abstracts* and *U.S. Government R. & D. Reports* are not known by everyone, partly because it is not always easy to obtain these kinds of material. The limited coverage of abstracting and indexing journals in specific subjects is also partly to blame.

As suggested above, the increasing inter-disciplinary nature of most subjects, and the very wide subject scatter of material of potential relevance, was a matter of concern to most. Here also the existing abstracting and indexing journals tend to be inadequate, and there was general agreement with the idea that it should be a major responsibility of a national library service to coordinate and plan the country's bibliographical services, linking them where possible to international systems. The development of services such as Medlars would also be welcomed.

In one special case, Architecture and Building Technology, there is a need to use old prints for the study of buildings at various stages in their history. The separation of the Department of Prints and Drawings from the book collections of the British Museum could cause some inconvenience here.

Some of the questions posed by the Committee have been answered indirectly, but it may be useful to deal briefly with each question in turn.

(i) *To what extent are the existing national library services used by the academic and research staff?* The reference collections, very little; the loan collections, very heavily.

  (a) *Subject fields:* no special comment.

  (b) *extent of use in relation to overall library needs: subjective* subjective estimates vary; nearly 4,000 volumes were applied for on inter-library loan last year, which may represent 10–20% of the total research need.

  (c) *variations in use:* The main deviations from the mean monthly rate of inter-library loan applications were in August (half the average) and October (one-and-half times the average), April and July were low, and November was high.

(ii) *Does the existence of national facilities affect the acquisition or other policies of your university library, or enable economies to be effected in the provision of its services?*
This question is somewhat hypothetical in a young university attempting to develop a good basic stock. However, the N.L.L.S.T. undoubtedly makes the purchase of back runs of periodicals unnecessary in all but a few cases, and make it possible to consider disposal of some periodicals after a few years (the money saved on binding and storage being spent to provide a larger range of current periodicals). The economics of retention v. discarding are not yet fully known: the costs of inter-library loan, in staff time and postage, are high enough to make heavy dependence undesirable in strict economic terms.

(iii) *In what respects could national facilities be changed orr augmented in order to provide a better service to the members of your university?*
Speed and ease of use are crucial, and the national library system should be designed in such a way as to satisfy these criteria. As mentioned above, the coordination and improvement of bibliographical services, whether conventional or computer-based, would constitute a major improvement.

(iv) *If national reference facilities are regarded by you as essential, should they be organised to give open access to the books on the shelves?*
Browsing is used to a surprising extent by scientists, and much material of great importance is picked up in this way–important because it may extend the frame of reference, shed new light on a subject, or set off a useful train of thought.

(v) *Does your library provide facilities to members of the public and does it co-operate with regional schemes for inter-library lending?*
The stock is not yet of a size where much service can be offered beyond the University, but these facilities do exist.

(vi) *Does your university wish to comment on the information and recommendations of the U.G.C. Report on University Libraries?*
(These comments are personal comments by the University Librarian, and are not based on interivews with staff). The recommendations in paras. 324–334 of the *U.G.C. Report on University Libraries* are generally acceptable. The establishment of a National Library, with a full range of activities and services, is surely a pressing need. The British Museum could be made the basis of this, but would need drastic reconstitution to form a viable basis. The proposals for coordination in para. 323 seem unnecessarily elaborate and complex.

MEMORANDUM

submitted by

UNIVERSITY OF BIRMINGHAM

June 10th, 1968

We submit the following information in answer to your questions:—

(i) **To what extent are the existing national library services used by academic and research staff?**

A questionnaire was sent to all members of the academic staff and to all postgraduate students.

(a) **Staff**

Faculties	Number sent	Number received	Percent	
Commerce	114	56	49	Total % received = 43%
Arts	242	92	38	
Law	13	5	38	
Science and Engineering	537	228	43	

(b) **Postgraduate Students**

Faculties	Number sent	Number received	Percent	
Commerce	38	6	16	Total % received = 34%
Arts	139	40	28	
Law	4	1	25	
Science and Engineering	549	198	36	

In view of the number of staff and postgraduate students who will have been away at the time it is likely that the realistic percentage of returns should be increased to nearer 50% for staff and 40% for postgraduates.

The above replies gave the following results:—

Used the National Libraries since March 1967

(a) **Staff**

(i) Number of staff visiting:—

	B.M.	Colindale	N.R.L.S.I.	S.M.	N.L.L.
Science	2*	1	5	3	3
Arts and Law	38	6	–	1	–
Commerce	10	5	–	–	–

*Both Geography lecturers

(ii) Average number of visits for each person visiting:—

	B.M.	Colindale	N.R.L.S.I.	S.M.	N.L.L.
Science	2	6*	1	1	3
Arts and Law	5	3	–	1	–
Commerce	4.5	1.5	–	–	–

* = 1 member of staff only

More than 75% who replied said that this was a typical year.

(iii) Average number of hours per visit:—

	B.M.	Colindale	N.R.L.S.I.	S.M.	N.L.L.
Science	–	–	–	–	–
Arts and Law	3	3	–	–	–
Commerce	3.5	2	–	–	–

(iv) Average number of items consulted:—

	B.M.	Colindale	N.R.L.S.I.	S.M.	N.L.L.
Commerce	4	–	–	–	–
Arts and Law	5	–	–	–	–

(v) Was it necessary for your work to have the items *together?*

Commerce: 5 = yes 2 = no
Arts and Law: 17 = yes 16 = no

(b) Postgraduate Students

(i) Number of postgraduates visiting:–

	B.M.	Colindale	N.R.L.S.I.	S.M.	N.L.L.
Science	2	–	1	3	–
Arts and Law	12	4	–	–	–
Commerce	4	1	1	–	–

(ii) Average number of visits for each person visiting:–

	B.M.	Colindale	N.R.L.S.I.	S.M.	N.L.L.
Science	1	–	1	1	–
Arts and Law	2*	2	–	–	–
Commerce	5	70†	3	–	–

* = One student spent 4 months at the B.M.
† = One student only.

(iii) Average number of hours per visit:–

	B.M.	Colindale	N.R.L.S.I.	S.M.	N.L.L.
Science	2	7	3	–	–
Arts and Law	4	4	–	–	–
Commerce	4	7	4	–	–

(iv) Average number of items consulted:–

	B.M.	Colindale	N.R.L.S.I.	S.M.	N.L.L.
Science	3	–	6	5	–
Arts and Law	4	6	–	–	–
Commerce	5	3	10	–	–

(v) Was it necessary for your work to have the items *together?*

Arts and Law: 5 = yes 4 = no
Commerce: 1 = yes 2 = no

Less than half the books consulted at the British Museum were published before 1800.

Too few of the staff who replied to the questionnaire gave dates for their visits to the British Museum so that the results are not statistically significant. The staff who mentioned dates mainly used the British Museum in the vacations and postgraduate students at any time during the year. Of the 35 members of the Arts Faculty staff 28 had never needed another department of the British Museum other than the Printed Books Department, and 7 had used the following in connection with printed books:–

3	Department of Manuscripts
2	Prints and Drawings
1	Western Asiatic Antiquities
1	Coins and Seals

Of 36 Commerce Faculty members, 5 required the Departments of Manuscripts and Prints and Drawings.

No postgraduate student needed any Department of the British Museum other than Printed Books.

It may be noted that since nearly half of those replying said that they did not need to consult together the books they used in the British Museum it would appear likely that they would be satisfied with an inter-library lending service which inclued the British Museum among its members.

(ii) **Does the existence of national facilities affect the acquisition or other policies of your university library, or enable economies to be effected in the provision of its services?**

The Library's acquisition policy has been affected by the National Lending Library for Science and Technology in several ways. Firstly, over the past few years new subscriptions to scientific periodicals have been taken out only for those titles which could not easily be made available from the N.L.L. Secondly, an investigation is in progress to identify little-used periodicals which could be discounted as they are obtainable from the N.L.L. Lastly, a large number of sets of scientific and technical periodicals which were either no longer in use or very imperfect have been transferred to the N.L.L. This has resulted in a considerable saving of storage space.

The University Library's acquisition policy for books in science has not been affected and the N.L.L.'s collections on social sciences are too recent to have made any impression on us. It is unlikely that our acquisition of periodicals in the humanities will ever be influenced significantly by the collection of this material by the N.L.L.

(iii) In what respects could national facilities be changed or augmented in order to provide a better service to the members of your university?

In answer to the questionnaire sent to members of the staff the scientists were concerned only with the improvement of the inter-library lending system, asking particularly for even greater speed of supply.

The staff and postgraduate students of the Arts and Commerce Faculties who replied made the following suggestions (in order of rating):–

(a) That the British Museum should join the inter-library lending service.

(b) That more seats should be available in the British Museum.

(c) That the delivery of books to the British Museum reading room should be speeded up.

(d) That the British Museum should remain in central London site.

(e) That the opening hours of the British Museum and Colindale should be greatly extended.

(f) That the delivery of photographic orders at the British Museum should be improved (up to 9 months at present).

(g) Greater coverage of foreign materials at the British Museum especially Latin-American and Slavonic.

(h) There should be a national lending library for government publications.

(i) Access to the British Museum by academics should be made easier.

(j) The British Museum Library should be separated from the Museum.

(k) A restaurant should be provided at Colindale.

(l) [Possibly the same as (j)] The British Museum should be decentralised.

(m) The British Museum should be transferred to Birmingham!

(iv) If national reference facilities are regarded by you as essential, should they be organised to give open access to the books on the shelves?

In answer to a question on open access in this University almost 100% of those replying were in favour of this method of organising a library.

On the other hand there was obviously some doubt in the minds of many of those who answered a similar question on open access in National Libraries. Scientists who expressed an opinion were nearly 100% in favour without reservation but members of the Faculties of Arts and of Commerce showed about 38% in favour, 24% against and 38% expressed no view.

Most of those in favour did not suggest a division between those items on open and those on closed access or said that as much as possible should be on open access. A few suggested that periodicals only and others that reference books and standard texts should be on open access.

It is of course difficult to suggest reasons for the difference between the answers to the two questions – local and national. It may be a matter of size of the collections or perhaps because no national library's stock is yet available on open access.

(v) Does your library provide facilities to members of the public and does it co-operate with regional schemes for inter-library lending?

(a) The general public

This is assumed to include all those who are not members of the University.

Firstly, lending facilities to lawyers and medicals are available through special arrangements with local institutes. Borrowing facilities may also be obtained by any bona fide scholar or scientist who applies in writing to the Library Committee. Any other member of the public who cannot obtain the book or periodical he requires from another local library may be allowed to use the Library for consultation.

In addition special arrangements have been made to allow the Universities of Warwick and of Essex to borrow up to 100 volumes at any time for the use of their readers. Bachelor of Education students in the Colleges of Education in this University's School of Education area may borrow material through their College librarians. Negotiations are in progress with the aim of establishing the University's Medical Library as the centre of a network of libraries in the Regional Hospitals Board area.

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(b) Regional Schemes

The University Library is a member of the West Midlands Regional Library Bureau and the Librarian has been Chairman of the Executive Committee for some years.

In the year April 1967 to March 1968 the Library lent 1,842 volumes and borrowed 564 volumes through the Region. The Library supports other co-operative schemes within the Region including accepting responsibility for the acquisition of new British books in the fields of science and technology as part of the national coverage scheme for British books. In this connection it might be worth mentioning that this Library collects British books printed between 1660 and 1669 as part of the arrangement made by the Joint Standing Committee on Library Co-operation for building up a collection of earlier British books available for loan: it also participates in a co-operation scheme for the coverage of African materials.

(vi) Does your university wish to comment on the information and recommendations of the U.G.C. Report on University Libraries?

A copy of the document on the Parry Report received by the Library Committee and by Senate is enclosed. The information relevant to your enquiry is contained in the recommendations in Section A, which the University supported in principle.

Comments on the work of the National Libraries Committee

From the evidence available it would appear that the National Libraries are not very much used by the staff and postgraduate students of this University and that most academics and almost all scientists are reasonably satisfied with their own University Library supplemented by inter-library loans. Those who need to vist the British Museum in Bloomsbury and Colindale would wish both parts of the library to be in the centre of London and their services greatly improved. Inter-library lending which seems to play a vital part in the work of university teachers, is severely criticised for its slowness and for its inability to supply a high enough proportion of requests.

It has further been suggested that the Committee should concern itself not only with the provision of services by the national libraries listed in your terms of reference but also that the facilities offered by the larger public and university libraries should be considered as an integral part of the total national library service. They should therefore be paid for by grants from central funds, additional to the grants given to these libraries for their 'intra-mural' work.

Finally, we would wish to bring to your attention the need for co-ordinating the policies of the Public Record Office and the Department of Manuscripts at the British Museum. We would see considerable advantage indeed in placing these two institutions together on one site.

UNIVERSITY OF BIRMINGHAM

Postgraduate Student use of National Libraries

Please complete section 1 and any other relevant sections.

1 **Your name**
(You need not give this unless you wish to do so)

Your department

Your degree course

2 Since March 1967 how many times have you, in carrying out your academic work, visited the following libraries? (*Please give some indication of date wherever possible; either* the month, *or* which term or vacation).

(a) **British Museum Library**
  (i) Bloomsbury site

  (ii) Newspaper Library, Colindale.

(b) **National Reference Library for Science and Invention** (Patent Office)

(c) **Science Museum Library**

(d) **National Lending Library for Science and Technology** (Boston Spa)

3 If you consider this year untypical, please indicate how often you would expect to visit in a normal year.

4 How long (in hours) did you spend in the library at each visit?

(a) **British Museum Library**

  (i) Bloomsbury

  (ii) Colindale

(b) **National Reference Library**

(c) **Science Museum Library**

(d) **National Lending Library**

5 So far as you can recall, how many books or other library items did you consult at each visit?

6 If you consulted more than 3 items at any one visit, was it necessary for your work to have the items *together* (e.g. comparing variant texts) or could you have conveniently extracted the relevant information from each item separately? (Please specify the Library in which you worked).

7 Of the items you consulted throughout the whole period, what proportion do you estimate was published before 1800?

8 If you visited the *British Museum Library*, did you on any occasion need to use its bookstock *together with* any other department of the museum? (e.g. Dept. of Antiquities, Dept. of Coins and Medals, Dept. of Prints and Drawings). If so give details of the Departments concerned and a brief note of the academic work on which you were engaged.

9 In Birmingham University Library we have, in general, an 'open access' system i.e. direct access by the reader to the books on the shelves. Do you find it helpful? If *not* please explain why.

If you *do* find it helpful is it because—

(a) It is convenient to collect books straight from the shelves without waiting?
Frequently. Occasionally. Never.
(Please strike out what does not apply)

(b) the placing together of material on the same and related subjects brings to your notice items which you might otherwise have missed?

Frequently. Occasionally. Never.

(c) Is there any other reason why 'open access' is helpful¾

10 Do you consider 'open access' to the bookstock to be important to you when you are working in the national libraries? Yes/No. If so please indicate the extent to which you think the stock of a national library should be open access (e.g. what *proportion* of the stock; or the optimum number of volumes for such an arrangement).

11 Do you regularly use any library outside this University (other than the four libraries listed above) for your work? If so, please give its name, and an estimate of how frequently you visited it during the year March 1967 to date, and what class of material it possesses which is not available in the University.

12 In what respect do you think that national library services and facilities could be changed or augmented in order to provide a better service to assist you in your work?

UNIVERSITY OF BIRMINGHAM

LIBRARY COMMITTEE SESSION 1967/68

UGC Report of the Committee on Libraries

At the end of June I circulated, with a copy of the Parry Report, a list of those recommendations which were relevant to this University underlining those which in my view called for the attention of the Library Committee. I hope you will have had an opportunity to read the Report (or at least all the Recommendations) so that we may convey our opinions to the Vice-Chancellor and to Senate not only on those recommendations I listed but also on those of national interest.

The Vice-Chancellor has been asked by the Chairman of the UGC to let his Committee have the views of the University on the Report generally and I have drawn up the following memorandum in three parts as a basis for discussion of the recommendations of immediate concern to the University and to the University Library and of those of a more general nature.

A General

The Library Committee welcomes the Report as a whole and particularly for the opportunity it offers for a re-assessment of library needs not only in universities but as a national problem.

It is fully in agreement with the following recommendations:

1 That research should be carried out into all sorts of library problems (626–7 and 203).

2 That a Libraries Sub-Committee of the UGC should be established (628).

3 That library resources should be co-ordinated on a regional basis (79).

4 That additional finance should be made available to university libraries in respect of services undertaken for other institutions (81).

5 That photocopying provision in the British Museum and other national libraries should be increased (116).

6 That every university library should have a Telex installation as a matter of course (118).

7 That a national policy for data archives should be treated as a matter of urgency (208).

8 That regional collections of maps and aerial photographs should be established and expanded (209).

9 That the medical library of the university, working with the university's Committee for Postgraduate Medical Studies, should be associated with provision of medical library services in the Regional Board Area (211). Financial support for the medical libraries both of the university and of the Region should be given by the Board of Governors of the Teaching Hospital and the Regional Hospital Board (212).

10 That the planning on a national scale of the fullest possible coverage of foreign literature in the humanities and social sciences (which would be available for loan) is urgently needed (290, 292).

11 That the special collections of university libraries should be regarded as national resources; that they should be made available to all and that university libraries should receive financial assistance to maintain them for this purpose (295).

12 That university libraries should take the fullest consultative part in devising and maintaining the national plan for the acquisition and lending of foreign publications (296).

13 That a national library should be established to carry out the functions referred to in paragraphs 325–330 (324).

14 That the existing export-control arrangements should be extended to cover all British material, not merely items of over a hundred years old (331).

15 That the Legal Deposit libraries should become part of the National Library organisation, with all the obligations for lending entailed in such participation (332).

16 That a British Library Services Council should be set up to co-ordinate the policies of all types of library (333).

17 That the British Museum should become the National Library (334).

18 That the UGC should nominate a panel of library building consultants to advise on all new library buildings or

any substantial extension of existing buildings. The fees of the consultant should be included in the building costs (429).

19 That the Department of Education and Science should arrange for a meeting of representatives of interested bodies to consider the amendment of the copyright law so as to facilitate the work of libraries and remove the restrictions imposed on scholarship (511).

20 That a selected number of library laboratories should be extended or established with the object of providing a co-operative copying service to all learned libraries (513).

21 That when government policy of supporting research into the broad field of information retrieval is being considered the significance of its application to university libraries should be borne in mind (547).

22 That the Slavonic Union Catalogue of the NCL should be brought up to date as soon as possible, and maintained in as complete a state as may be practicable (550).

23 That alternative methods be arranged to enable graduates working in university libraries to acquire professional qualifications. In-service training arrangements could be arranged at several university and national libraries (581).

24 That a sum of £100,000 per annum, independent of the fund administered by the Victoria and Albert Museum, should be available to university libraries for the purchase of special collections or expensive items (619).

B **Matters immediately relevant to the University**

The Library Committee strongly supports the following recommendations:

1 That academic staff should do all they can to encourage students to buy books and should give them all possible guidance as to what books to buy (190).

2 That a voucher system with adequate safeguards should be instituted as soon as possible in order to ensure that book grants are properly spent (192).
Vouchers should cover both new and second-hand books, periodicals and, if practicable, instruments (193).
Vouchers for a whole academic year should be issued at the beginning of that year (194).
Vouchers should cover a very substantial proportion of the entire book grant. Students should receive the remainder in cash to enable them to buy second-hand books from each other and stationery (195).

3 That properly-maintained collections of non-curricular reading matter can be of considerable value to students and wherever such collections are housed in halls of residence and colleges, all students in the university should have access to al least one of them (199).

4 That since the acquisition of the books needed by students is dependent on the closest liaison between academic and library staff, reading lists should be checked before they are issued to students so as to ensure that the items recommended are, or can be made, available in time (253).

5 That advice on vacation reading should be given by tutors in good time, and the students informed of services available throughout the country in libraries of all sorts (507).

6 That students should be encouraged to remain in residence at least during parts of some vacations (509).

7 That students should inform any public library they intend to use during vacation of their prescribed reading requirements, well before the end of term (510).

8 That account should be taken by universities of growing library needs when they make decisions about the acquisition and operation of data-processing equipment and computers (546).

C **Matters immediately relevant to the University Library**

(i) The proposals contained in the following recommendations have already been accepted by this University:—

117, 191, 196, 200, 201, 207, 213, 215, 217, 248, 249, 254, 418, 419, 420, 421, 422, 425, 427, 428, 430–435, 506, 508, 512, 576, 577, 582, 583, 586, 587.

(ii) The Library Committee brings the following recommendations and observations of the Parry Committee to the attention of Senate with its full approval:—

1 That additional funds of the order of £3 per student should be made available each year to university libraries, for the provision of multiple copies of material in frequent demand—this amount to be additional to the basic library grant and to be adjusted as costs of books rise (198).

2 That each university library should have enough funds to build up collections in depth in subject fields which are of special interest to that institution. In view of the financial limitations, however, libraries and directors of research should jointly discuss library provision and the library implications of proposed research projects should be fully considered before they are put into effect (205).

3 That individual university libraries should have sufficient funds to acquire those periodicals and books in science and technology which are needed in each library, either because of the frequency with which they are consulted, or because they are basic to the study of a subject. Furthermore it is essential for each library to provide the fullest range of abstracts and literature guides within these fields and to take part in the testing of mechanised bibliographical services as they are introduced experimentally (210).

4 That there must be trained staff to filter questions and to define terms of search when tapes for information retrieval become available (214).

5 That, as computer facilities become available, a computer terminal should be regarded as an essential part of the library's equipment (216).

6 That, so far as possible, university libraries should train staff to become specialists in a wide variety of the subject fields taught within the university, and these should be given maximum responsibility for book-selection, with the full co-operation of the academic staff (250).

7 That a strict allocation by department of the money available to the library for book purchases is not in the best interest of the library as a whole (251).

8 That part of any funds for supporting expansion of the academic work of a university should be made available for library purposes. Costs of library requirements should be included with those of academic needs (252).

9 That financial standards for university libraries have to be considered against a background of a large and constant increase in the cost of published material, and of the need of scholars to have access to a constantly growing range of material (255).

10 That all students should be given preliminary guidance on the lay-out of the library, its regulations and procedures. At a later stage (the exact timing to be given careful consideration in individual institutions) seminars should be held and lectures given on the use of bibliographical tools, guidance on the literature of the student's own subject, etc. (Additional library staff will be required for these teaching duties, and the instruction of students commencing research and that of other post-graduates will require senior staff of high ability) (504).

11 That individual universities should investigate whether centralised or shared technical services would be beneficial for those libraries administered by them. Such investigation should include a consideration of the needs of libraries in other institutions of higher education within the locality. If such centralisation or sharing is shown to be desirable any consequent administrative and financial arrangements should be made by the DES or other appropriate body (544).

12 That the salary scales of graduate members of library staffs with comparable qualifications should in all universities be equated with those of academic staff (578).

13 That the university librarian should be present or be represented at all university meetings where such matters are discussed as the development of new fields for teaching and research, the establishment of research projects and proposals for new buildings which may affect library policy. Senior library staff should be generally eligible for election to university committees including Senate on the same terms as teaching staff (579).

14 That salaries and conditions of professionally qualified, non-graduate library staff must correspond with those offered in public or government libraries, in order to attract candidates to the posts (580).

15 That each university should consider as a matter of urgency the most practical solution within its own institution to the problem of the provision of sufficient staff to give instruction on library use in all fields and both to undergraduates and postgraduates (584).

16 That the staff implications of library automation should be borne in mind whenever mechanised systems are planned. Subject expertise is of particular importance in the application of computer systems such as MEDLARS (585).

17 That recurrent grants for libraries should be increased to enable them to meet their responsibilities and develop their services. The latest (1964/65) figure for expenditure on university libraries is £4,813,092. There is some evidence that there has been a decline of expenditure on libraries in relation to other expenditure on staff and students. Certainly there has been no provision from revenue to make good the arrears (617).

18 That non-recurrent grants should be made to university libraries to deal with back-logs of binding (620).

19 The annual cost (on the SCONUL model) of library provision in a university of medium size would amount to about 6% of the budget of such a university. Circumstances vary, and it would be undesirable and impracticable

to impose standards centrally; but this represents a standard below which British university libraries should not be allowed to fall (621).

20 That further investigation should be made of the rising costs of certain publications. There is some evidence that the cost of scholarly monographs and periodicals (which are sold mainly to academic libraries throughout the world) is rising faster than that of other publications. (623).

21 The present trend is for the annual world output of scholarly publications to double in about fifteen years. The trend for certain other categories of publications is similar (624).

22 These two last points indicate that in real terms the cost of maintaining relative standards in university libraries may rise faster than other university costs. Thus an allocation of a fixed share of university revenue to libraries would entail a relative decline in library standards. (625).

MEMORANDUM

submitted by

UNIVERSITY OF BRADFORD

April 25th, 1968

1 **Use of existing national library services by academic and research staff**

(a) **Subject fields**

British Museum Library—literature and science of the 17th and 18th centuries

Science Museum Library—used only by one or two individuals, mainly for history of science and for runs of journals

National Lending Library for Science and Technology—most subjects covered by the Library.

(b) **Extent of use**

The only library used by large numbers of academic and research staff is the National Lending Library for Science and Technology, and here its geographical proximity makes it convenient for reference purposes as well as for postal borrowing through the University Library. Only three members of staff claim to use the British Museum Library regularly, and of these two also use the Science Museum Library.

(c) **Pattern of use**

Use of the National Lending Library for Science and Technology is fairly constant throughout the year, but use of the British Museum Library and Science Museum Library appears to be mostly during university vacations, and particularly during the summer vacation.

(d) **British Museum Departments**

There is no evidence of use of the antiquities collections or of the Department of Prints and Drawings.

2 **Influence of national facilities on the acquisition or other policies of the University Library**

The development from technical college to college of advanced technology to university has necessitated a rapid build-up of the Library to meet new needs and responsibilities, and until the stage is reached when the Library is adequate to meet most of the needs of the University it is unlikely that the existence of national facilities will affect acquisitions policy in a major way. If a book or periodical is required, and is still of current use, then it is normally bought not borrowed, subject only to the availability of funds. It is usual, however, to borrow scientific books which, although still in print, may be rather outdated. It is also usual to give careful consideration to back runs of periodicals, in view of the existence of some excellent runs at the National Lending Library for Science and Technology.

3 **Suggested changes and improvements in national facilities**

(a) There is no doubt that most members of this University consider an efficient *lending* service to be their primary requirement, and there have been many comments on the improvements in this field effected by the National Lending Library for Science & Technology.

(b) It should be made easier to find out what books are available where. By such means it would often be possible to avoid a long journey to consult a particular work. One suggestion was a series of works on the lines of Ramage's *A finding list of early English books to 1640 in libraries in the British Isles.* An efficient National Union Catalogue would be an alternative.

(c) There is a demand for easier access by bona-fide scholars to national reference libraries, with a minimum of formality. A scheme similar to the OEEC Culture Card was suggested.

(d) There is some complaint about the slowness of the microfilming service at the British Museum Library. Rapid microfilming and photocopying services appear to be an essential adjunct to a reference service, and can to some extent be an effective substitute for lending.

(e) There is some concern at the lack of national reference facilities in the North of England. This may arise through the most uneven geographical distribution of the legal deposit libraries.

4 **Desirability of open access**

Opinion is equally divided on this matter. It was pointed out that with adequate bibliographical research in advance, most scholars know which books they want. Those in favour of open access were insistent that there must be safeguards against the loss of irreplaceable works.

5 **Facilities provided by University Library to members of the public**

(a) It seems clear that priority must be given to meeting the needs of members of the University, but it has also seemed right that the specialised stock of the University Library should be available to those members of the public who would benefit from its use. The close links which exist between the University and local industry reinforce this belief, and a great deal of informal assistance has been given by the Library when a need has been made known. Bone-fide scholars (using the word "scholar" in its widest sense to denote a person with a genuine and serious academic interest) are admitted without formality, but borrowing rights are limited to those cases where there are special needs or circumstances. There are now special arrangements to permit use of the University Library by staff and degree students of local colleges.

(b) The University Library plays a full part in regional and national schemes for inter-lending.

6 **Recommendations of the U.G.C. Committee on Libraries**

In view of the very detailed and obviously rather controversial recommendations on national library facilities made by the Parry Committee it was not thought appropriate to comment in detail. Nevertheless in the views sent forward to the U.G.C. a general welcome was expressed for the wide view taken by the Committee of its terms of reference, and particularly for the recommendation that a National Library be established.

University libraries can provide adequate services only within the framework of an effective national library system; there is a growing need to provide better co-ordination of library and information services at national level, and to provide a national reference and bibliographical centre capable of dealing with the increasingly complex information problem.

MEMORANDUM

submitted by

UNIVERSITY OF BRISTOL

May 13th, 1968

(i) *To what extent are the existing national library services used by the academic and research staff?*

(a) *the subject fields for which the facilities of each library are particularly important:*

The British Museum is important in all subjects of the Humanities. Within the Social Sciences it is mainly important for historical studies and older works. The Geography department noted the importance of its map collections.

The National Central Library is of great importance as the centre of the national interlending service for books in all subjects.

The National Lending Library is the outstanding source of periodicals and serial literature in science, technology and the social sciences.

The Science Museum does not appear to be much used directly but is known as the source to which the National Lending Library turns if it cannot meet a request.

(b) *the extent to which each library is used by academic and research staff in relation to their overall needs for library facilities:*

The British Museum: It has not been possible to produce precise figures on this point. While some members of the Arts Faculty make 30 to 40 visits a year to the British Museum, the average number would be nearer 6 or 7 visits. Some members stated that they preferred to use the Bodleian and/or the London Library, partly because of the inconveniences involved in using the British Museum.

Within the Faculty of Social Sciences only economic historians used the British Museum to any major extent.

There would appear to be a correlation between use of the national libraries and use of the University Library, heavy use of the latter accompanying heavy use of interlibrary loans and/or national reference libraries.

Our staff would expect the University Library to provide the greatest part of their literature needs, but clearly many find it desirable or necessary to make visits to the British Museum either for highly specialised items, or for the opportunity to examine and compare large amounts of material at the same time.

The National Central Library: It would appear that members of the Arts Faculty borrow through the National Central Library to a lesser extent than they use the British Museum for reference purposes. Some may borrow fifty volumes a year, but of those who use the service the majority would appear to borrow many fewer, nearer eight to ten volumes a year.

Members of the Faculty of Social Sciences, with the exception of those in the Department of Economic and Social History, use the National Central Library much less than members of the Faculty of Arts, as the National Lending Library is becoming more able to satisfy their needs by direct loans.

Scientists and technologists use the National Central Library only for books of a monographic nature unlikely to be held in the National Lending Library. Since most of their requirements are for journals and report literature, their use of the National Central Library is a small part of their overall needs.

The National Lending Library: Scientists, technologists and social scientists make considerable use of the National Lending Library through the University Library.

Two science departments suggested figures, varying from 5% to 25%, representing National Lending Library and National Central Library borrowing as a proportion of total borrowing. This may not give an accurate picture of the situation since it is customary for science departments not to lend journals, and no figures exist for consultation by staff of journals held in the Library. Nevertheless the use of National Lending Library material is a significant part of the literature used by scientists.

The Science Museum: There is no evidence of the extent to which individuals use the Science Museum. It is used very little for direct borrowing by the University Library.

(c) *any variations in the pattern of use of each library during different periods of the year:*

The British Museum: Some members of staff use the British Museum regularly throughout the year, but the majority use it only during vacations, especially in summer and, to a lesser extent, Easter. There is little evidence that members make much use of it during the Christmas vacation.

The National Central Library: Interlending via the National Central Library maintains in general a fairly constant level throughout the year, with a slight increase in the winter months rising to a peak in January.

The National Lending Library: The same borrowing pattern appears in this case as with the National Central Library, i.e., a fairly steady use with an increase in the winter months rising to a peak in January.

The Science Museum: No information.

(ii) *Does the existence of national facilities affect the acquisition or other policies of your university library, or enable economies to be effected in the provision of its services?*

The acquisitions policy of the University Library aims at making it possible for staff to carry out almost all their research work at Bristol, except for the consultation of records or MSS. of unique location, and for comparative examination of a large mass of material at one time. The Library obtains, as far as funds will allow, all material which would support research within the University and which would be of value to more than just the individual research worker. However, the limitations of a university library budget make selection inevitable, and the fact that highly specialsied or scarce (and expensive) material is likely to be available for reference in the British Museum (or the Bodleian Library or Cambridge University Library) or for loan through the National Central Library or from the National Lending Library, is taken into account when deciding whether to purchase material in these categories.

The existence of the National Lending Library does not tend to affect the policy of selection of scientific and technological periodicals, which is based on the merits of titles and claims, and on the money available; and the funds allocated for this purpose are not decided with the National Lending Library in mind. However, The N.L.L., with its vast coverage and rapid loan service, is of enormous benefit to all universities which must select their stock of periodicals with care.

The School of Chemistry observes:

> "In scientific research it is essential for a large proportion of the literature to be immediately available. One important reason for this is that each reference consulted leads to further references. If each reference in turn has to be drawn from a distant library, then literature work becomes intolerably inefficient; In a Library such as the Worsley (Chemical Library), the very wide range of subjects which it is called upon to serve means that it must hold literature covering an unusually broad spectrum, independently of national collections. Even so, considerable dependence is placed on other libraries for the provision of marginal material and older literature."

(iii) *In what respects could national facilities be changed or augmented in order to provide a better service to the members of your university?*

More space is needed for readers in the British Museum. Those travelling from out of London often find difficulty in finding seats in the Reading Room. Delays in the delivery of requested books, sometimes up to 1½ hours, should be reduced, since out of town users are often on a tight schedule. Longer opening hours would be appreciated, including the possibility of week-end opening. Storage of part of the book stock at Colindale and Woolwich creates inconvenience to users. The photocopying service is in need of improvement; this service, bearing in mind the reference nature of the collection, is of the highest importance, and the delays that can occur in the supply of photocopies seriously undermine its value.

In general, these complaints point to the need for a new, larger, and more efficiently disposed library. Any comments on its location were in favour of Bloomsbury, or at least a central site.

Most members complained about the slowness of the national interlending service. Naturally a distinction has to be made between administrative delays and delays involved in searching. As things stand at present, the delays involved in seaching can often be considerable and these are not the fault of the administration but of the system. A speedier loan service for books in all subjects would make it more possible to carry out research in Bristol during terms as well as during vacations. It was suggested that a national computerised union catalogue ought to speed the location of material required on loan.

It is appropriate here to pay tribute to the immense trouble which is often taken by the National Central Library to obtain scarce material, and its service in building up stocks of photocopies for the benefit of future users.

The suggestion came from more than one science department that a Telex link be established between national and university libraries. Many libraries already use the system but it would be useful to examine ways in which the maximum benefit may be achieved from the system. The interest of scientists in Telex emphasises that the speedier service possible with science journals makes a saving of one day of real value, whereas in the Humanities, the system is so slow that the application of Telex to present arrangements would be of little significance.

Scientists feel they would also derive benefit from a translation service organised by a national library system.

British and foreign conference reports and proceedings are thought by some to be a category of important scientific information which a national library should collect.

The Head of the Geography department makes the following comments:

(a) Several colleagues have expressed strong criticism of the limited activity of British National Libraries in setting up effective bibliographic and abstracting services. The flood of material now being published is so great that without efficient abstracting services it is virtually impossible to keep in touch and to know even what important material has been published, let alone obtain and read it. In geography, we have a valuable periodical "Geographical Abstracts", published privately by a volunteer group of academics; but official Libraries have done very little. Such bibliographic and abstracting services are notoriously poorly developed in Britain (as compared with e.g. U.S.A. or U.S.S.R.) and should be on an international basis, with effective translating facilities.

(b) A second need, keenly felt by several of my colleagues, relates to the provision of a better and more complete central reference collection of *statistical source-material,* on an international basis. Examples cited have been the Decennial Population Censuses for the 100 or so member states of the U.N; the flood of statistical material that pours out from Washington D.C; Parliamentary Notices and Reports; and the many publications of UNO, FAO, UNESCO, WHO, etc. Most universities have limited selections of this type of material: but colleagues who use it express criticism of the 'scatter' of such official data-sources in the National Libraries, and the difficulty of finding out what is where.

(c) One colleague has raised the question of aerial photographs – now supplemented by satellite photographs of the earth. So far as I am aware, no National Library holds material of this type. The standard air-photo coverage of G.B. is held by the Ministry of Housing and Local Government, but is not readily accessible for consultation."

While economists hoped that their interloan needs might well be satisfied in future by the National Lending Library, the Department of Economic and Social History considered that the greatest priority lies in increasing the stock of the National Central Library so that it can play an even bigger role in the interloan service.

(iv) *If national reference facilities are regarded by you as essential, should they be organised to give open access to the books on the shelves?*

Opinion on this question is divided. Two-thirds of those consulted in the Arts Faculty said they would prefer open access, while the remaining third expressed grave doubts about the possibility of misplaced books and the security risks.

Departments in the Faculty of Social Sciences did not regard open access as essential but each felt that it was helpful and that browsing could be valuable.

The scientists in general also regard open access as no more than desirable. The botanists, however, regard it as essential, while the mathematicians and the agriculturalists do not see any advantage in it if suitable photocopying and bibliographical aids are available.

(v) *Does your library provide facilities to members of the public and does it co-operate with regional schemes for inter-library lending?*

The University Library is a member of the South Western Regional Library System and contributes significantly to it, with a considerable excess of loans over borrowings. It gives facilities to organisations with which the University has a special relationship, and to members of the general public who need the resources of a learned library for the purposes of research.

(vi) *Does your university wish to comment on the information and recommendations of the U.G.C. Report on University Libraries . . .?*

The Library Committee has concentrated its attention on the sections of the U.G.C. Report on University Libraries with the help of which it might examine and evaluate its own library service, and has not commented on the section devoted to the national library. It is true to say, however, that the University welcomes the recommendations of the Report concerning the services which a national library system should provide, e.g., a national reference and bibliographical service, training facilities, co-ordination of library development policies, co-operative projects for the benefit of all research workers, etc.

MEMORANDUM

submitted by

BRUNEL UNIVERSITY

April 25th, 1968

(i) *To what extent are the existing national library services used by the academic and research staff?*

(a) **National Lending Library for Science and Technology.**

Over 1500 items are borrowed per year in science, technology and social sciences, mainly in the period October–June.

(b) **National Central Library.**

About 115 items borrowed per year mainly relating to Education and Social Sciences. A less satisfactory service than N.L.L. Delays are too long.

(c) **British Museum.**

The National Reference Library for Science and Invention (formerly Patent Office Library) is frequently used by members of staff and research students, but we are not in a position to quantify this use. We also rely on its Photographic Service for photocopies of foreign patents. Occasional use of the British Museum Library (Bloomsbury) is made by members of School of Social Sciences, but in view of the nature of the studies here, our staff do not have occasion to use the antiquities departments or the library at the British Museum.

(d) **Science Museum Library.**

The Science Museum Library is also used by members of the academic staff and research students, but again it is difficult to quantify this. Our impression is that more use is made of the National Reference Library for Science and Invention.

(ii) *Does the existence of national facilities affect the acquisition or other policies of your university library, or enable economies to be effected in the provision of its services?* Undoubtedly. The existence of N.L.L. and the N.R.L.S.I. enables us to limit the size of our journals collection, to plan to keep relatively short runs of most journals and to dispense with patents altogether. N.L.L. is invaluable to those who can provide specific references, but of little use to those who need to work through long runs of journals. It can supply what a research worker thinks he knows he wants but is not able, like a large reference library, to provide guidance for further research.

(iii) *In what respects could national facilities be changed or augmented in order to provide a better service to the members of your university?*

(a) *Lending services.* We need to be able to borrow (*within 2 or 3 days*) *any* journal on any subject and any serious modern book (other than undergraduate textbooks) on any subject. A further extension of N.L.L. is indicated here, and probably the amalgamation of the cumbersome N.L.L. systems with it.

(b) *A Printed Catalogue Card Service*, for U.K. books, similar to the Library of Congress card service and fully compatible with it, woul greatly ease the problems of processing books in university libraries. The existing services by the BNB and HMSO provide main entry only (without tracings) and therefore need much alteration before use in a university library.

(c) *A national agency to develop standard automated systems* for book ordering, circulation, cataloguing and indexing in university libraries is highly desirable.

(d) *Reference facilities.* Our planning is based on the assumption that there will be large reference libraries covering science, technology and the social sciences in Central London.

(iv) *If national reference facilities are considered by you as essential should they be organised to give open access to the books on the shelves?* We do regard national reference facilities as essential and we would expect any large reference library for science and technology in London to have a high proportion of its current material on open access, but certainly not all its older material. We consider that browsing is important, but should be purposeful and should therefore be guided by a library's collection of bibliographic tools, its catalogues and classification scheme. Browsing is equally valuable in all subjects at Brunel.

(v) *Does your library provide facilities to members of the public and does it co-operate with regional schemes for inter-library lending?* Members of the public are permitted to use the library for reference purposes, provided that they identify themselves and sign a visitors' book. The library lends books to other libraries and is a member of a regional co-operative scheme: CICRIS.

(vi) *Does your university wish to comment on the information and recommendations of the U.G.C. Report on University Library on the provision of national library facilities?* We only wish to emphasise that we regard it as essential that there should be a large national reference library (or libraries) in Central London, covering science, technology and the social sciences and that these should be part of a national library system responsible for lending, reference and other services.

MEMORANDUM

submitted by

UNIVERSITY OF CAMBRIDGE

May 3rd, 1968

The General Board of the Faculties have considered the letter, dated 13 February 1968, from yourself as Chairman of the National Libraries Committee to the Vice-Chancellor, seeking advice on the functions of a National Library Service. In preparing their reply, which they now submit on behalf of the University, the General Board have sought the opinions of the Syndics of the Cambridge University Library, the Committee for the University's Scientific Periodicals Library, and of the Board's own standing Committee on Libraries, as representative of library opinion throughout the University.

A General

1 Cambridge, by virtue of its University and College libraries is peculiarly fortunate among provincial centres of learning. There is, however, an awareness that there is an urgent need to mobilise the resources of those libraries in the interests of national and international scholarship. The General Board has therefore given warm support and encouragement to the initiative taken by the Scientific Periodicals Library of this University (formerly the Philosophical Library) in the compilation by computer of a union catalogue of books in the libraries of the scientific Faculties and Departments, and the Board understand that in a report which the Board's own standing Committee on Libraries is now preparing the compilation and publication of union catalogues in other fields of study will also be urged. Individual members of this Committee are also actively engaged in promoting and planning a computerised union catalogue of books printed before 1801 in the college libraries. In all three projects those responsible have kept well in mind the possibility and desirability that such catalogues may eventually make a contribution to larger projects conceived on an inter-university or national scale.

2 These catalogues will certainly reveal that there are at Cambridge many books which are not to be found in the British Museum library, or indeed in any other library. Nevertheless the general superiority of the British Museum Library over the total resources of the Cambridge libraries will remain unaffected, and the British Museum Library will continue to contain vast numbers of books, both in its historic collections and in its current intake from abroad, which are not available in Cambridge.

3 This general superiority of the British Museum Library's collections may be exemplified in various ways. In the field of incunabula the Cambridge University Library, whose collection of some 3750 different editions is the third largest in Britain and about the twelfth largest in the world, has some 1200 which are not in the British Museum; but the British Museum, whose collection exceeds 10,000 has some 7,500 which are not in the Cambridge University Library. As regards English books printed before 1641 the Museum's holdings probably exceed the University Library's (which are again the third largest in Britain) in the ratio 5 : 3. In eighteenth-century English literature (and particularly in poetry, drama, and fiction) the Museum's superiority is even greater, since for good historical reasons the University did not admit to its Library until early in the nineteenth century works which fell outside the academic curriculum. In foreign books the University Library has never attempted, even on a greatly reduced scale, the methodical acquisition which has made the Museum's Library preeminent among the great libraries of the world. In current English and foreign serials (the University Library takes about 20,000 titles and the Scientific Periodicals Library about 1400) the dependence of Cambridge upon the Museum is considerable, and in newspapers (the University Library takes 28 general newspapers only, none of them foreign) it is almost total. The dependence of specialist scholars all over the world upon the manuscript collections of the Museum needs no emphasis.

4 This general superiority of the Museum's resources can never be overtaken (and could not be, even if unlimited funds were available, since many of the books are no longer procurable); nor will it be substantially affected by the development of quick-copying devices or facsimile publication (which may in themselves increase the overall demand on the Museum's services). It is in the certainty therefore that the resources of the Museum's Library will remain essential to Cambridge scholars that the Board now turn to the specific questions set out in the letter from the Chairman of the National Libraries Committee.

B Specific

Question 1 *To what extent are the existing national Library services used by the academic and research staff?*

1 In Arts subjects the British Museum Library is used on the largest scale not only by our academic and research staff but also by our graduate research students (and it may be added that in at least one tripos, viz. Fine Arts Part II, undergraduates are given reading-lists in which they are told that certain items are available only in the British Museum). The Board is unable to offer any statistics, but they believe that Cambridge demands on the Museum reach their peak in June when senior members have completed their work of examining for the triposes. The traffic during term is fairly constant since senior members often combine attendance upon the affairs of a learned society with a visit to the Museum or other centre of research. The Board therefore consider

it essential that the British Museum Library should remain on a central London site easily accessible from the principal railway termini to visiting scholars from the provinces; they consider that the decision not to proceed with the development of the Bloomsbury site is regrettable, and they hope that this decision may still be reversed.

2 As regards the National Lending Library for Science and Technology, the librarians of the scientific faculties and departments have in the past expressed many warm tributes to its usefulness and efficiency. The Board are glad to endorse these tributes; they believe that the functions of the British Museum Library and the National Lending Library are disparate but complementary and need arouse no conflict of interest.

3 There are in this University almost forty separate scientific Departmental libraries, many of which make some greater or lesser use of the postal services provided by the national libraries. There is no comprehensive record of all the transactions of the scientific Departmental libraries in this connexion, but is has been possible to assemble information and statistics about the activity of two major scientific departmental libraries in the University, the Scientific Periodicals Library (holdings: 52,000 volumes; periodicals taken: 1,400) and the library of the Department of Engineering (holdings: 14,000 volumes, 20,000 reports; periodicals taken: 365) which between them probably account for more than ninety per cent of all transactions in the scientific subjects.

(a) The Scientific Periodicals Library provides a service for staff and students in all scientific faculties and departments, and it is the natural channel of communication through which requests for scientific material to the national libraries concerned, namely, the National Lending Library for Science and Technology, the Science Museum Library and the National Central Library. The facilities used are inter-library borrowing and the purchase of Xerox and microform copies and the commissioning of translations from Russian. Readers are also referred to the British Museum (Natural History) Library and the National Reference Library for Science and Invention for material which cannot be borrowed, but the extent to which this results in visits to these libraries has not been measured. Photocopies have occasionally been obtained from the British Museum (Natural History), but their relatively high cost and the existence of the National Central Library's system of search, which may reveal a copy that can be borrowed, make it more practicable to apply first for older items to the National Central Library.

The general pattern of procedure followed by the Scientific Periodicals Library in borrowing from national libraries is as follows. For recent (i.e., post-1960) scientific books and periodicals, and for scientific reports and conference literature (unless of very early date) application is first made to the National Lending Library. For pre-1960 periodicals not listed in the National Lending Library list of titles, application is first made to the National Central Library. For pre-1960 books application is usually made first to the National Central Library. For items which the National Lending Library cannot supply application is then made to the National Central Library, which is able to supply 50% of the items in this category.

In 1966/67 the use of national libraries for borrowing and provision of photocopies by the Scientific Periodicals Library for its readers was:—

Borrowing		
Periodicals:	Applications – 419	Satisfied – 359
Books	Applications – 37	Satisfied 31
Copies & Microform (retained by reader)		
Xerox copies	Applications – 11	Satisfied 11
Microfiche	Applications 211	Satisfied 206
Microfilm	Applications 1	Satisfied 1
		608

The above 608 items were obtained from the following sources:

Direct from National Lending Library	584
Through National Central Library	6
Direct from Science Museum Library	0
First application to National Lending Library but eventually obtained:	
through National Central Library	13
from Science Museum Library	5

About 89% of the actual borrowing is of periodicals, and about 60% of the total transactions is concerned with periodicals. About 90% of the requests fall within the physical sciences.

(b) The library of the Department of Engineering also makes considerable use of the National Lending Library for Science and Technology. In 1966–67, for example, it obtained from the N.L.L. 190 items mostly journals and reports, and also 144 Xerox copies of journal papers.

4 While the separation of the departments of Antiquities from the Library would clearly lighten the very heavy burden at present carried by the Museum's central administration and directorate, the Board believe that the Antiquities and the Library should remain in close physical proximity to each other if the interests of scholars working in inter-disciplinary fields are not to be affected. For the same reason they are vigorously opposed to any suggestion physically to separate the Department of Prints and Drawings from the Library; since most engravings are to be found not as separate entities but as illustrations in printed books, such a separation would constitute a major disservice to students in the Fine Arts.

The General Board wishing to represent to the National Libraries Committee as strongly as possible the interests of a small but important minority of scholars whose researches cannot be confined within the purely literary field, therefore submits, as representative of a minority interest which may be overlooked in the consideration of larger issues, the following statement to the Committee by Dr F. J. Stopp, Fellow of Gonville and Caius College. Dr Stopp's main field of research is religious satire in Germany in the 16th century.

> "Recently, I have had to work myself into the fields of coins, costumes, guns, flags, as well as prints and printed material. The coin departments at the Fitzwilliam Museum and British Museum have been of great assistance, and I have been in touch with armouries throughout Europe as well as visiting and asking for help from the Wallace Collection (arms and armour) and the Tower of London. When at the British Museum I spend as much time in the Print Room as in the Library, since broadsheets and prints are found in both, though unfortunately there is at present no system of cross reference for prints, though there *is* for illustrated books.
>
> Allegorical maps and bookbindings and their mottoes is another field into which I have been led. The Library of the British Museum is, of course, central to all 16th century German printing and its investigation, and the *Short Title Catalogue* of books printed in Germany and German-speaking countries is permanently on my desk and consulted many times every day, as a preliminary to my regular visits to the British Museum Library. But I could not possibly cover the ramifications of the field of satire in Germany if I were not able to consult immediately curators and collections in the departments of the Museum proper. Even the distance to the Wallace Collection and Victoria and Albert Museum I find inhibiting. I should perhaps emphasize that I am not and am never likely to become an expert in these, for me, ancillary fields, so that I have to rely on helpful information and advice from my various contacts among the permanent departmental curating staff, which is made much more difficult if these departments are not grouped in immediate proximity to the main Library."

Question 2 *Does the existence of national facilities affect the acquisition or other policies of your university library, or enable economies to be effected in the provision of its services?*

1 Yes, in two respects: (1) The Museum's overall coverage of Copyright newspapers and periodicals enables the University Library to restrict its claims to this material (in collaboration and consultation with the National Library of Scotland, the Bodleian Library, and Trinity College, Dublin); (2) In acquiring research material and in filling gaps in its older collections the University Library in general refrains from buying more expensive items if they are already available in the British Museum Library. The Scientific Periodicals Library also takes account of the availability of journals in the N.L.L. when they are considering new additions, and economies can sometimes be made. Perhaps more importantly, the translation facilities offered by the N.L.L. also enable economies to be made; existing Russian translations can be located and borrowed, and untranslated Russian material translated without charge under certain conditions, thus avoiding duplication of a very costly service.

2 In these regards the attention of the National Libraries Committee should be drawn to two other points: (1) That the University Library's status as a library of Copyright deposit is itself an economy in national resources since it relieves a demand which Cambridge scholars would otherwise make on the Museum; (2) That the University Library would welcome some kind of 'Farmington Plan' for the zoning of purchases of certain classes of research material together with the establishment of a formal standing committee of the institutions concerned so that their present inadequate resources could be more effectively deployed in the face of American competition.

Question 3 *In what respects could national facilities be changed or augmented in order to provide a better service to members of your University?*

1 Is is essential that the British Museum Library should remain a reference library from which books cannot be borrowed. The General Board would also view with apprehension any policy which would disperse the contents of the British Museum Library according to any theory of categorisation by subject. Such a policy would, in the Board's view, frustrate the interests of the growing numbers of scholars whose disciplines partake of both the Arts and the Sciences, and if applied retrospectively would destroy the usefulness to scholars at a distance of the Museum's published *General Catalogue of Printed Books.* The Board wish to emphasise to the National Libraries Committee both its appreciation of the administrative skill, professional expertise, and high standards of scholarship embodied in this *Catalogue* and its status as an essential aid offering a coverage of the Museum's holdings greatly superior to that of the published catalogues of the national libraries of France and Germany and not yet exceeded even by the massive published catalogue of the Library of Congress.

2 The Board endorse the view expressed by their own Committee on Libraries that a most urgent and useful development, offering great possibilities of fruitful collaboration with other libraries, would be the conversion of the Museum's General Catalogue, both published and unpublished, into machine-readable form.

3 The Committee for the Scientific Periodicals Library have made the following specific suggestions, which the Board also endorse:

(a) The facilities for interlibrary loan and for supply of translations, photocopies and microfilm offered by the national libraries are an essential service for scientific academic staff and research workers. Greater efficiency, and a worthwhile economy in library staff time could be obtained if some of the methods used by the national libraries were standardized. For instance, each library has its own style of form for applications to borrow, and its own procedures. Even allowing for differences in the type and functions of the libraries as organized at present, there could be more uniformity which would be helpful to the users. For instance the N.C.L.'s form 60, suitably modified, could be used by all the three national libraries that lend. Precise reasons for inability to supply are necessary if a search is to be continued without waste of time and effort, and the Scientific Periodicals Library finds the N.L.L.'s methods less efficient in this respect than those of the N.C.L.

(b) The use of Telex is justified by the additional speed it gives in borrowing from the N.L.L. Here again time and money could be saved, and efficiency gained by use of a code of standard abbreviations and stock phrases. Buckinghamshire County Libraries use Telex within their own system, and have such a code; as the use of telex by libraries, particularly for the purpose of inter-library loans, is likely to increase, a national library service would be a suitable agency for introducing the uniformity and brevity necessary for maximum efficiency.

(c) Another time-consuming process in this connection is the recording and refunding of postages for books borrowed and lent through the N.C.L. Any method of simplifying this would be welcome.

(d) As the U.G.C.'s Committee on Libraries have already suggested, a National Library could play an important part in giving assistance in library techniques and in establishing standards especially in regard to the statistical records necessary for forward planning. It is very difficult to make meaningful comparisons between libraries even in such an apparently simple matter as size of stock, owing to different interpretations of what constitutes a 'book', and the relationship between 'volumes' and 'items' on an accessions list. A National Library would have the means to establish definitions, and methods of recording, on a practical basis, and the authority to get them widely accepted.

Question 4 *If national reference facilities are regarded by you as essential, should they be organised to give open access to books on the shelves?*

The Cambridge University Library has about 1,000,000 volumes on its open shelves and through their experience of it the Library Syndicate of the University can speak on this matter with full knowledge of the open-access system. The Syndicate do not doubt that browsing in the stacks can be useful to senior members, in a general way though not as an aid to specific research, if the books are arranged by subject and chronology of publication. They cannot believe, however, that browsing in a collection on the scale of the British Museum's could be of any conceivable usefulness and suggests that, if it were generally permitted, it might introduce into the stacks a degree of disorder which would harm the interests of readers working in the Reading Rooms. They suggest that the National Libraries Committee might, however, consider issuing a limited number of stack-tickets for specific purposes such as checking footnote references (a task which it is notoriously impossible to perform with any speed under the present arrangements), or following a topic through a multivolume series or periodical. The Committee also brings to the attention of the National Libraries Committee the system which has been in operation for more than a century in the Cambridge University Library whereby the books catalogued during any one week are displayed during the following week in rooms from which they may not be removed, thus enabling all users of the Library to browse through its weekly accessions before they are placed on the shelves. As regards the dependence of browsing upon 'the availability of adequate bibliographic aids' the Syndicate are not certain that it understands what is meant, but presume that the National Libraries Committee is referring to internally-produced aids or to specially annotated published aids which would give direct reference to the Museum's press-marks. Browsing in bibliographic aids of this kind is certainly a most useful activity and the Committee hopes that the number of such aids directly accessible to readers may be greatly increased. The Syndicate wish, however, to stress that the main purpose of Cambridge scholars using the British Museum Library will always be to see specific books which are not available to them in Cambridge, and they believe that it is easy to underestimate the difficulty which even regular users may experience in using extensive open stacks.

Question 5 *Does your library provide facilities to members of the public and does it co-operate with regional schemes for inter-library lending?*

1 The Cambridge University Library has always admitted persons who are not members of the University but can show proof that they are *bona fide* students or researchers. The regulations governing admission (*Ordinances of the University of Cambridge*, 1967, p.447) are as follows:

7 Persons who are desirous of using the Library for the purpose of study and research, and who are not members of the University shall be required to fill up a form of application and to present it to the Librarian, together with letters from two members of the Senate *certifying from personal knowledge that the applicant is a student in some specified subject,* and is a fit and proper person to be admitted to the Library for the said purpose. In special circumstances the Librarian may accept academical letters of introduction in place of the letters of

members of the Senate and may dispense with payment of a fee. Tickets of admission are not granted to persons under twenty-one years of age unless they are members of some other University in Great Britain or Ireland.

It should be added that the usual payment of one guinea a year (or less for shorter periods) is not required from full-time students or from any person of academic standing. The number of tickets of admission granted during the year 1 August 1966 to 31 July 1967 was 965 (920 in 1965–6, 901 in 1964–5, 895 in 1963–4, 747 in 1962–3); during the same period 800 other persons wishing to consult particular books or manuscripts were admitted informally for short visits.

2 There is no appropriate regional scheme for inter-library lending in this area in which the University Library, the Scientific Periodicals Library, or the Faculty and Departmental libraries could participate. The University Library has however recently extended the scope of its loans to the libraries of other universities and learned institutions in accordance with a report made by the Library Syndicate to the University in 1966 and adopted by the University on 1 June 1966.

The University Library's practice before that date had been to permit manuscripts and very rare and early printed books to be deposited temporarily in the libraries of other Universities and learned institutions, subject to the formal approval in each case of the University; other classes of material could not be so deposited. Following the approval of the proposals made by the Library Syndicate in 1966, which were designed to permit additionally the deposit in other libraries of books which were of less antiquity and rarity, but of which copies were hard to trace, the following conditions are now applied to requests for the deposit of this latter class of material:

(a) a British publication received under the Copyright Act shall normally be deposited only if it is not in print and if no copy is available from British libraries other than the Copyright libraries;

(b) a book lent shall be consulted only in the library where it is deposited;

(c) a library requesting a deposit may be asked to purchase a photocopy instead;

(d) the period of deposit will be determined by the Syndicate, on the understanding that earlier recall will be made if a book is required in Cambridge.

The Syndicate emphasize that the sanctioning of deposits will be entirely at their discretion, on the recommendation of the Librarian.

The number of requests for loans under these revised arrangements so far received is very small but may be expected to increase.

3 The Scientific Periodicals Library, in common with other Faculty and Departmental libraries in this University almost without exception, follows the practice common to most academic libraries of admitting, usually for a limited period, any bona fide student to consult material which he cannot easily obtain elsewhere.

4 The Scientific Periodicals Library provides photocopies and transacts inter-library lending and borrowing direct with other University and research libraries when this is the most appropriate method, as do other libraries when requested to do so.

Question 6 *Does your university wish to comment on the information and recommendations of the U.G.C. Report on University Libraries?*

Following is a copy of a letter dated 16 October 1967 sent to the University Grants Committee from the General Board of the Faculties in response to the University Grants Committee's request for comments on the Report of their Committee on University Libraries.

16 October 1967

Dear Copleston,

Sir John Wolfenden wrote to the Vice-Chancellor on 2 June 1967 about the Report of the U.G.C.'s Committee on Libraries, and said in that letter that he imagined that Universities, after considering the Report, would let the Committee have their views on it generally in due course.

The General Board of the Faculties referred the Report in the first instance to their standing Committee on Libraries, and they have taken into account the views expressed by that Committee, in formulating their own views, which I am asked to communicate to you.

Firstly let me say that the General Board welcome the Report by the Parry Committee, not only as a comprehensive survey of the present library position and needs of Universities and similar institutions in this country, but also as an indication of a growing awareness that those needs deserve serious and continuing consideration if present standards are to be maintained.

The Board are disturbed, however, by the almost complete omission from the scope of the Parry Committee's activities of a study of the library position and needs of Cambridge (and Oxford); and they have noted the statement in the introduction to the Report, that Oxford and Cambridge "were not regarded as representative of British Universities for our purposes, because of the special nature of their collections; they were not, therefore, invited to give evidence on their internal arrangements." The Board noted that there had been correspondence between myself, as Secretary General of the Faculties, and the Chairman of the U.G.C.'s Committee in 1966 about the work of the Committee, and that Dr Parry had made the point that his Committee did not regard any detailed study of the library position at Oxford and Cambridge as coming within its terms of reference, for three reasons. The first was that each, having a library of legal deposit, was placed, financially and otherwise, in a different category from other Universities. The second was that the position at both, with College libraries and some major special libraries, was so complicated that it would have been difficult for the Committee to have easily acquainted themselves with the position. The tird was tat eac of the two Universities were independently already examining their library position, and that both were better able to assess their own requirements than any outside body.

The General Board accept that there is some force in the second reason advanced, but they are reluctant to accept the first point, that, financially, Cambridge is in a different position from other Universities. They would make the point that, while the copyright privilege is an immense benefit to academic staff at Cambridge and to visiting scholars, it is often forgotten that the possession of this privilege brings with it considerable financial responsibilities in the cataloguing, maintenance and housing of the copyright material. Furthermore, since this copyright privilege does not extend to the sixty-five or more Faculty and Departmental libraries in the University, and since it relates, in so far as the University Library is concerned, only to books of British publication and not to material published abroad, the existence of the copyright privilege does not substantially reduce the dependence of the libraries in the University on considerable outside support. They hope therefore that the needs of this University will not be overlooked if the U.G.C. should consider implementing generally any of the recommendations of the Report concerning increases in the levels of grants to Universities for library purposes. They hope also that lack of familiarity on the part of the U.G.C.'s Committee with the library organization at Cambridge will not prejudice consideration of this University's future needs in the library field.

Turning to the specific recommendations of the Report, the Board accept that nationally, with the increase in the numbers of academic people engaged in research and the mounting costs of books and periodicals, it has become necessary, in the words of the Report "to explore all the means whereby a University Library can co-operate with other libraries without impairing its own efficiency—indeed with a view to extending and improving its own services." There is already a considerable amount of co-operation between the libraries of this University and other Universities with regard to the loan of material, and there is growing use in the University as a whole of the borrowing facilities provided by the national libraries such as the N.L.L. The Board favour any developments on these lines that will lead to improvement in the services available to scholars and researchers. They believe, however, that though the University would be prepared for further co-operation of this kind between the Faculty and Departmental libraries of the University, and the libraries of other institutions, the recommendation contained in paragraph 635(d) of the Report that the University Library itself should become part of the national library organization and should take part in lending to other libraries would be contrary to the long-standing tradition of the University Library, and to its obligations to scholarship as a whole in its recognised capacity as a major repository of collections of national and international importance. They believe that the University would not be disposed to accept any recommendations for a change of this sort in the policy pursued by the University Library. Subject to those reservations, they welcome the U.G.C.'s Committee's recommendation that the possibilities of various forms of co-operation should be explored by Universities.

The Report investigated and discussed the extent to which students spend the grant of £35 which they receive from the Ministry for expenditure on books, instruments and materials. Although the Board have no factual evidence on the extent to which undergraduates at Cambridge spend this allowance for the purposes for which it was given, they believe that they spend more than the figures quoted in the Report as the average expenditure by students at certain provincial Universities. They nevertheless welcome the proposal that students should be encouraged to spend their grants properly by the introduction of a voucher system on the lines suggested in the Report.

The Board have noted with interest the Parry Committee's endorsement of the recommendation made by the Society of Public Teachers of Law in their evidence to the Parry Committee, that the Commonwealth and Foreign collections at the great Law libraries (Cambridge, London, and Oxford) should be expanded with the aim of achieving comprehensive coverage. The Board are not clear, however, whether the Parry Committee had in mind that the Universities concerned should attempt to finance this expansion from their existing allocations, or whether they thought that the U.G.C., if they accepted their recommendation, might make supplementary grants to the three Universities for this specific purpose. The Board make this point about the source of the finance for this expansion because they are conscious that, although steps have been taken by the Faculty Board of Law at this University in recent years to improve their Commonwealth and Foreign collections, progress has been restricted hitherto by lack of funds, and may be restricted in future by lack of accommodation also.

The Board's Committee have informed the Board that they have noted, but do no think it necessary for them to comment on them separately, the numerous other recommendations on detailed points which are made in the Report: many of them are in line with their own thinking which they hope to develop shortly in their own Report to the General Board, or are points on which this University is already pursuing a policy in line with the one recommended in the Report.

The Board conclude by welcoming once again the greater recognition which will be given to the needs of libraries of Universities if the permanent sub-Committee on Libraries, recommended in the Report, is set up by the U.G.C., and if the other liaison committees proposed are also set up, to co-ordinate library policy throughout the country as a whole. They hope that in any steps which the U.G.C. may take, following the Report, to improve the position of the libraries covered by the Report, they will not overlook the financial needs, perhaps different but nevertheless pressing, of Cambridge.

MEMORANDUM

submitted by

CITY UNIVERSITY

May 14th, 1968

(i) Use of existing National Library Services by Academic and Research Staff

A1 *British Museum Library:* National Reference Library of Science and Invention: Holborn Division (former Patent Office Library).

(a) All fields of Engineering, Science, Management, Information Science and for a wide range of fringe and inter-disciplinary subjects.
The Patent Collections are indispensable for Information Science studies.

(b) Frequent use by over 60% of academic and research staff of the University.

(c) No significant variation throughout the year (except possibly August) owing to the nature of the University's academic programme and the intensive use of facilities.

A2 *British Museum Library* (other than the National Reference Library of Science and Invention)

(a) Social Science and Humanities.

(b) Occasional use.

(c) No significant variation during different periods of the year.

Those who use the Library do not require the facilities of the Museum's antiquities collections, but some have found the proximity of the Department of Prints and Drawings useful.

B *National Lending Library for Science and Technology*

(a) All branches of Engineering, Science, Information Science, Ophthalmic Optics and (increasingly) Social Science.

(b) & (c) Heavy use. Over 16% of all loans from the University Library throughout the year. The U.K. MEDLARS Service through N.L.L. is also used.

C *Science Museum Library*

No direct use.

D *National Central Library*

(a) All non-scientific and general subjects.

(b) & (c) Steadily increasing use throughout the year with the improved service available.

(ii) Effect of national facilities on University Library

Economies have been effected in that the quite small funds allocated to the Library would have provided an inadequate service, but for the proximity of the open access collections of the Holborn Division of the National Reference Library.

The shortage of the holdings in the University Library is such that a withdrawal of the holdings from the central London area or a limitation of the existing service would have a very serious effect on the University Library.

The National Lending Library for Science and Technology has enabled the Library to provide a high standard of service in Report literature and periodical articles required for research.

(iii) Areas for improvement in National Library facilities

(a) A comprehensive national reference library for the sciences and social sciences based in central London (complementary to the National Lending Library) is clearly the primary requirement of staff of this University.

(b) Photocopies should be provided more cheaply and frequently in lieu of inter-library loans. This service could be developed more appropriately from a central London National Reference Library, where the availability of the original can be guaranteed, than from a lending library.

(c) Translations should also be made more readily and cheaply available especially in languages other than Russian.

(d) The National Lending Library for Science and Technology should be equipped to receive requests as a normal procedure by Telex.

(e) Arrangements should be made for items not available from the National Lending Library for Science and Technology and the National Central Library to be filtered automatically to appropriate sources elsewhere. Requests for inter-library loans which have to be specially negotiated with professional and specialist libraries amount to an average of just over half those dealt with by the National Lending Library for Science and Technology.

(f) Lending provision for the Humanities and topics not already covered by the N.L.L. should be made as a matter of urgency and be separate from the Humanities Reference Collection.

(g) Adequate publicity concerning both existing services and an integrated national library service (when this is provided) should be made available for distribution to academic and research staff.

(iv) **Open access**

This is considered essential for a large section of the reference collections in both the sciences and the humanities, not merely for browsing but for speeding up access to the required material and eliminating inevitable delays and limitations of any book service arrangement.

(v) **Services to public and co-operative lending schemes**

The University Library is open for reference purposes to members of the public under the terms of the Library Licence agreement with the Publishers' Association.

It already co-operates with local public libraries and City of London Library in inter-lending schemes and, particularly, with other technological university libraries.

(vi) **Comments on U.G.C. Report**

The proposal for the establishment of a National Library System is welcomed, but it is essential for the Reference sections in the sciences as for the humanities to be based in central London, to be distinct from the national lending activities, and to have a significant part of their holdings on open access.

Within this system, urgent consideration should be given to automating library procedures and particularly to standardised mechanised classification and cataloguing procedure for books, periodicals, other information media and their contents, so that access and retrieval may be promoted.

MEMORANDUM

submitted by

UNIVERSITY OF DUNDEE

February 29th, 1968

I have consulted our Librarian and would be happy to give you further information or arrange for it to be obtained from members of staff. So far as the specific points in your letter are concerned here are some notes:

(i) Although this question seems to require reference to the Departments I feel sure that I am justified in saying that only very limited use is made of the existing national library services by members of this University, except through the University Library. By far the most important facility that the national libraries could provide to a University such as ours would be for the copyright libraries to make their collections available on inter-library loan.

(a) The periodical holdings of the *National Lending Library* and the *Science Museum Library* are drawn upon extensively by members of the Faculties of Engineering and Applied Science, Science and Medicine through the inter-library loan scheme. The coverage of the National Lending Library is gradually being extended to include the Social Sciences and borrowings on behalf of members of our Faculty of Social Sciences and Letters may be expected to increase.

The *National Central Library* acts as a clearing house for inter-library loans mainly in the Social Sciences and the Humanities. Its services are not greatly utilized by us.

The *British Museum Library* provides a photocopying service which is used occasionally, and its series of catalogues are an indispensable tool for literary and historical research and in reference work generally. I have the impression that very few members of this University ever make direct use of the British Museum Library.

(b) Some indication of the extent to which each of the national libraries is used by members of this University can be obtained from statistics of loans for the year 1966-67:

National Lending Library	1431
Science Museum Library	57
National Central Library	69

These figures represent a small, but vital, proportion of the overall need for library facilities by academic and research staff.

(c) We have not observed any seasonal variation in the pattern of borrowings from the national libraries.

The proximity of the British Museum's Library to its antiquities and Department of Prints and Drawings would not appear to be an important consideration for members of this University.

(ii) The availability of a journal from the National Lending Library is a factor which is taken into consideration when deciding whether or not to enter a subscription. This has enabled us to postpone ordering a journal from time to time, but it does not offer the prospect of long term economies.

(iii) It is difficult to see how the service provided by the National Lending Library and the Science Museum Library could be improved. What is now required is a loans service of comparable efficiency and inclusiveness for the whole range of the Social Sciences and Humanities. This would imply the participation of the copyright libraries as lending libraries.

(iv) It is probable that, above a certain point, the size of a library tends to counteract the advantages of open access. On the scale of a national Library, a well organized system of catalogues and indexes and an efficient service to readers would seem to provide the most satisfactory means of access to the collections for the scholar in any discipline.

(v) This Library admits members of the general public, for reference purposes, in cases where their need cannot be met elsewhere in the city, and to full Library privileges by subscription. We co-operate with the Scottish Central Library in inter-library lending.

(vi) Our Librarian believes that the University should indicate its support for the recommendations of the *U.G.C. Committee on Libraries* concerning a national library service (paragraphs 290-297 and 324-334).

MEMORANDUM

submitted by

UNIVERSITY OF DURHAM

May 20th, 1968

The information and conclusions below are based on the following: records kept by the University Library surveys carried out in Durham during the last eighteen months by the "Project for Evaluating British University Libraries" team under Dr. Hawgood (PEBUL), the evidence and opinions of various Boards of Studies submitted by their library representatives and the experience of individual members of the library and academic staff of the University.

Use of existing National Library Services

We feel that a National Reference Library is essential. There is no substitute for a library where one can consult together works both rare and modern and on widely differing subject fields. The British Museum is used most frequently during the long vacation but also at other times through the year. Most members of the Humanities Departments have at some time worked in the British Museum and expect to do so again; it is the Library most often visited although fairly heavy use is made of the Bodleian, Cambridge University and various other learned libraries. Social scientists also use the Museum, but the libraries of the London School of Economics and various Institutes appear to be of equal importance. A survey of the academic staff, carried out by PEBUL in the Easter vacation 1967, showed that of the 130 readers who responded to the survey 14 (11 Arts, 3 Social scientists) had used the Museum during one week of the vacation. Serious concern is felt by several arts departments on the possibility of the separation of the Department of Printed Books from the Department of Manuscripts and the Department of Prints and Drawings. Some regret is expressed at the possibility of separation of the books and the antiquities. It is significant that the British Museum catalogue is probably the most frequently consulted work in our library. There is no evidence of regular use of the Science Museum Library.

In 1966–67 4,247 items were borrowed for readers by the University Library. 1,472 of these were from the National Lending Library for Science, 990 were through the National Central Library and 825 were borrowed directly from other University Libraries (these were mainly serials traced through BUCOP); 330 items were borrowed through the Northern Regional Library Bureau. Additionally, the National Central Library traced a number of locations and a number of individuals visited the National Lending Library.

Few of us feel able to gauge the extent to which each library is used in relation to our overall library needs. Many feel that the university library caters for teaching needs, but that for research they are very heavily dependent on the national libraries. Several arts departments estimate that between 20% and 25% of their needs are met by national services and of the recorded borrowing by staff and research students by the library 22% is material from other libraries (though not all national libraries); in science the proportion is significantly higher–35% and the majority of this is from the National Lending Library for Science.

In a survey carried out earlier this year by PEBUL academic staff were asked to rank their sources of information and the pattern shown is of relevance:

	Humanities	Social Science	Psychology	Science
Personal collection	1	1	1	2
Durham Univ. Library	2	2	2	1
Other libraries involving travelling	3	6	6	6
Inter Library loans & other Durham libraries	4	7	3	5
Field work, lab work	5	5	4	4
Seminars, conferences	6	3	4	3
T.V., Press, Radio	7	4	7	7
Other sources	8	8	8	8

Effect of national facilities on acquisition and other policies

About 6% of the library's bookfund is spent on purchasing bibliographical tools–most of the remainder is used to provide material needed for teaching and there is insufficient money to provide the research coverage recommended in the Parry report. The existence of the National Lending Library for Science and of BUCOP produced by the N.C.L. means that it is feasible, although perhaps undesirable, to restrict serial provision and rely on external loan to meet our needs without unacceptable delay. As regards monographs the existence of the scheme for regional coverage of British books since 1950 does mean that we do not purchase some material here which we regard as borderline. In regard to material published abroad the effect of national facilities are very limited, but informal consultation with other institutions does take place. We see considerable possibilities in the development of centralised information of stock holdings.

Improvement of national facilities

From our point of view the importance of the national services is to trace the material which the scholar cannot find in his own library (or others to which he has access) and to enable him to consult it in either the original or in a reproduction by travelling or by borrowing. We appreciate the services provided, but measured by this standard we feel that the system fails.

In 1966–67 the university library applied for 4,691 items on behalf of its readers. Its records show that eventually 4,247 of these items were eventually traced and made available. At first sight a failure rate of 10% is perhaps not unreasonable, but the library staff know that many of these items were received so late as to have only a limited value. Taking science alone the position is better; 2,715 applications were made and 2,684 were eventually satisfied. The rate of supply was much faster, but again we have no records to show how many of these items were in fact supplied too late to meet the scientist's more urgent needs. In the arts and social science fields over 20% of the applications were not met. This is a disturbingly high rate for many of the humanities researchers do manage to plan their work in such a way that generally speaking they apply only for works which they have been unable to find on visits to libraries in London, Oxford and Cambridge. About 90% of these failures are monographs. Despite the fact that the university library's holdings are much stronger in the arts than in the social sciences, a disproportionately high number of applications are for arts material. Many scholars in the social sciences feel that the service is so slow that it is not worth while using it. There is no doubt that if the service were more successful the volume of use would increase dramatically as happened in science subjects where borrowing has increased four-fold in the last two years as the value of the N.L.L. has been realised.

Basically we would like to see the facilities for more rapid and more adequate bibliographical searching in the humanities and the social sciences being made available. We would like the British Museum to be able to provide a much more rapid photocopying service (we have on occasion waited eighteen months for a microfilm of a rare periodical desperately needed for teaching purposes). We would appreciate better reading facilities and a faster service in the British Museum and more rapid availability of recent acquisitions.

Open access

We regard national reference facilities as essential. It is vital to be able to consult simultaneously material both rare and modern in all subjects. We do not consider that browsing facilities are necessary. The increased cost of space and classification and the danger of mislaid books would far outweigh the advantages which would be limited by the enormous size of the collections and the impossibility of devising a classification reconciling the needs of all users. We would press for the provision of increased bibliographical tools and these of course must be readily available and guided for easy and comfortable consultation. We feel this applies to all subjects.

Public access and co-operation

Our policy is to make the resources of the university library freely available (for consultation) to all scholars and to those in industry and the professions in the area whose specialised needs cannot be provided for by the public library. Our only concern is that the limited space we have available at present for readers is proving inadequate and we must obviously put the needs of our own members first.

Borrowing rights for readers outside the university are very restricted but we participate in the regional and national lending schemes and we are prepared to lend to another institution any work in our stock which is not either in regular use by our own readers or which we feel should not be risked in the post, either by reason of its rarity, great value or physical condition. Last year we received 2,605 applications for items we held and we were able to supply 1,811 of these. These figures do not include short extracts made and information given to enquirers. The majority of items which we were unable to lend were in use by our own undergraduates and should have been available from a central lending stock.

CONCLUSIONS

The information given above is in response to the questions specifically asked by the Committee. We realise only too clearly that we do not have as much factual evidence to answer these questions as we would wish. Nevertheless from the facts and the experience we have had we make the following deductions:

1 We agree with the recommendation of the Parry Report that there should be a British National Library.

2 We feel that this should be in two parts:

(a) There should be a National Reference Library based in London which should provide as comprehensive a coverage of world literature as is possible. We feel that the following departments of the British Museum should form the basis of this National Reference Library:

(i) The Department of Printed Books
(ii) The Department of Oriental Printed Books and Manuscripts

(iii) The Department of Manuscripts
(iv) The Department of Prints and Drawings
(v) The Department of Maps

associated with these should be;

(vi) The National Reference Library of Science and Invention
(vii) The Union Catalogues of the Nation (including BUCOP)
(viii) The Copyright office (whose function should be investigated); the whole question of copyright deposit should be examined
(ix) The B.N.B.
(x) A photocopying organisation

This Library should be a reference library and should only rarely lend material from its own stock. We would not rule out the possibility of loan altogether, but we feel strongly that the policy should be such that a scholar travelling to London can expect to find available all the resources in one place. Where the Reference Library holds a unique copy and a loan of this is requested the feasibility of reproducing it and depositing it in the lending library should obviously be considered.

We feel that this Library must be situated in central London in an area bounded to the north by St. Pancras and to the south by Covent Garden Market so that it is readily available to visiting scholars and easily accessible from the other libraries in this area. We do most strongly urge the Committee to review again the possibility of expanding the Book Department of the British Museum in the present area and we are not convinced by the arguments put forward against expansion on this site.

(b) There should be a National Lending Library. We would consider that this might be in two parts:

(i) Should be based on the present National Lending Library at Boston Spa which we feel should extend its coverage to serial publications in all fields. We would hesitate to recommend this expansion in the monographs field as we feel there is a danger that this might impair its present efficiency.

(ii) There should also be a Humanities Lending Library, primarily for monographs based on the N.C.L. stock. We would like to see this sited near N.L.L. for the same reasons as led to the selection of Boston Spa as a desirable site. It should not necessarily be merged with it. It must be accepted that such a newly established lending library will never be able to acquire as high a proportion of wanted items in arts subjects as in the sciences; that it will probably take decades to achieve even a 60% success rate and that the existing I.L.L. procedures will be needed for a considerable time. The N.L.L. was not designed to serve a reference function but has acquired one by its stock, its staff and its geographical location. This would be likely to occur again in the case of a similarly situated Humanities Lending Library and this would be an enormous advantage to those scholars in the north who are at present far from any copyright library. We do feel that at present ours is an underprivileged area.

3 We feel strongly that the resources of other great libraries, specialised libraries and special collections in other libraries must be associated with the national system in order to improve coverage. Money must be made available from the central library to these other libraries who are prepared to use their staff and their material for others than the members of their own institutions. We have in mind in particular the service we receive from such libraries as the British Library of Political Science and the School of Oriental and African Studies. Although we have said above that the Reference Library coverage should be as comprehensive as possible, we fully realise that in certain areas this will not be possible and may indeed not be entirely desirable.

4 The present failure of the system is largely due to lack of communication. The most urgent task is the provision of a complete national union catalogue. A noting-up procedure for the forthcoming *U.S. National Union catalogue pre 1956 imprints* might be feasible until such time as a British Union Catalogue is available. N.U.C. numbers could be used for telex communication. Modern developments should make it possible ultimately to have immediate access from all large libraries to such information. Meanwhile every effort should be made to incorporate all specialised holdings in the catalogue including the resources of great libraries, all specialised subject institutes, all cathedral libraries and the special collections of smaller libraries. Funds should be made available to the National Library for this work—the investment would be large but the reward would be immediate and permanent.

Such a National Library with its great resources in central London, with an adequate organisation for bibliographical control, with subject lending libraries and co-ordinating all other lending, would automatically be in a position to influence the acquisition policies and the development of bibliographical tools throughout the country. It could, however, only function provided that local resources were adequate. The Parry Committee recommendation, paragraph 157, that there should be a high immediate availability of research material must not be forgotten.

MEMORANDUM

submitted by

UNIVERSITY OF EAST ANGLIA

May 8th, 1968

It need hardly be stressed that the resources, vigour and sophistication of the national library system and the continued strength and wealth of the great national collections is of the utmost importance for the world of academic scholarship and research. When the Robbins Committee spoke of the fact that every university cannot expect to replicate within its walls the facilities of the Bodleian or of the British Library of Political and Economic Science, we were only at the beginning of the great information explosion which we are now experiencing. The less individual universities are able to cope with that flood the more important it is that the national system is enabled to assist teachers and researchers in the universities, especially if these are at a distance from the national centres.

At the same time, we must emphasize the importance of local collections and of acquisition programmes by individual university libraries adequate to sustain and stimulate day-to-day research and study. We are convinced that inter-library lending, even if improved, can only work if its task is to satisfy the *extra-ordinary* demand for literature and not act as a substitute for library facilities 'on the spot'.

We are at the same time well aware of the fact that such general statements would need to be quantified and we have endeavoured to provide a few hard facts. The University Librarian has carried out a survey of faculty use of some of the national libraries and of some others, and he has also provided an analysis of loans from other libraries. A report on this is attached.

Unfortunately, the data available to us are only quantitative and, in the time at our disposal, it was not possible to reply to (1) (b) of your enquiry. We feel that only detailed records of reading done on the basis of books owned, books borrowed from our own library, books read elsewhere and books borrowed from other libraries, would give a meaningful answer to this question.

The existence of national facilities does, of course, affect our acquisitions policy but less so than the inevitable restrictions imposed on it by the limitations of funds and by the fact that we are a new university and that we have hitherto been largely concerned with the building-up of basic collections and with the provision of material in depth only where research and special subject teaching made this desirable. We are, however, bearing the availability of scientific periodicals via the N.L.L. in mind when considering subscriptions and shall undoubtedly do so even more in the future.

As a recently-founded institution, with a library of only 100,000 volumes and not situated very near to major libraries, we are naturally anxious to see improved facilities of access to material in the national collections. Many scientists make regular use of the resources of the N.L.L. and praise its services. At the same time, we feel that with improved and cheap methods of reproduction it should be feasible to rely increasingly on copies, particularly of articles, rather than to have the actual volume. The use of copies should go some way to overcome the scepticism which many scholars and librarians have to the idea that one and the same institution can be a source for reference and for lending. Even now the N.L.L. might well be the best collection for the purpose of *consultation* of the scientific and technological periodical literature if it were more conveniently situated. It would be instructive if the loan records of the N.L.L. could be analysed to give an idea of the amount of frustration which a researcher would experience in its use. We hope that a simulation study of this problem be carried out and that the Committee will consider the problem of copying in its organizational and copyright aspects.

To find a convenient and cheap substitute for the loan of a treatise is, of course, more difficult. We hope that one day an improved and cheapened television system or the electronic scanning and transmission of the printed page might enable consultation to take place at a distance and we are sure that the Committee will consider what bearing such developments might have for the national library system. However, for the present it is important that the book itself should continue to come to the reader easily and speedily.

Our survey asked for comments on and suggestions for improvements for the national library system. We had only few replies to this question and there were almost equally divided between those who would like to see some lending from the national libraries (and especially the B.M.) and those who think that the latter should remain a reference collection. We feel that this is a matter on which hard facts are needed, i.e. we should be able to measure the likely amount of frustration which the average reader in, say, the B.M. would experience if the latter were to lend from its stock on a limited scale and with due safeguards. The University Librarian, who has had nearly 15 years' experience of library work and individual research in what for all practical purposes is a national collection, viz. the British Library of Political and Economic Science, does not think that the lending undertaken by the latter did perceptibly conflict with its function as a reference library for several thousand students and researchers. He is also convinced that an effective, i.e. speedy and comprehensive, national inter-library lending system demands participation of the national libraries.

We are particularly interested in the availability of foreign language material and the library has often had to obtain material from abroad or had to wait for a long time before the work could be traced and obtained from a British library. In many of these cases the book would have been found in one of the national collections.

We think that the ability to browse in a rich and well-classified collection is an invaluable help in the process of study and research. All those who had the opportunity to work in one of the great American research libraries will testify to the value of the open stack arrangements. Inevitably these facilities are more important in the Humanities and the Social Sciences than in the pure Sciences; it is also likely that its importance is in inverse relation to the adequacy of bibliographical coverage. Yet even in bibliographically well covered fields individuals can derive great advantage from direct access to the books and periodicals in the library's stack. On the other hand, the very size of a collection can militate against its usefulness in this respect and browsing as a systematic method of bibliographical searching may well be impossible in a many million volume collection.

Our library does welcome members of the public and, while we do not co-operate in regional schemes of inter-library lending, we submit entries of our foreign acquisitions to the N.C.L. Regional schemes of co-operation vary greatly in quality and, on the face of it, it would seem doubtful whether regional union catalogues, even if regularly and efficiently maintained, are efficient vehicles for inter-library lending. We think that serious consideration should be given to the centralization of such facilities if they are thought to be either desirable or necessary. Larger public library authorities which might follow a local government reform would, in any case, reduce the need to borrow from outside the system. The Committee might also consider whether university libraries should not accept greater responsibility to assist the public library systems in their region.

UNIVERSITY OF EAST ANGLIA:

Faculty use of national libraries—Results of a questionnaire survey

Following the request by the Chairman of the National Libraries Committee for data on the use of the national libraries by university teachers and research workers, the Library Committee encouraged me to carry out a survey. The questionnaire reproduced in the appendix was sent personally to all members of the faculty listed in the calendar, together with a short explanatory note. A return by the end of term was requested and an envelope was provided. Scope for anonymity was given and a response rate higher than the actual one of 55.6% might have been expected. While there was some variation in the response rate of different schools, there is no indication whether the sample formed by the replies was in any way self-selected.

An analysis of the returns obtained is given in tables I—IV below. The number of those who regarded themselves as regular or occasional personal users of one of the national libraries (to which, for the purpose of this survey, the Patent Office Library as the base of the projected National Reference Library of Science and Technology and the Cambridge University Library were added) was not large enough to warrant a detailed analysis by schools of study and, except for table I, the analysis attempts only a broad division of faculty into science schools, humanities schools and the school of social studies.*

It is inevitable that the replies do in our case reflect reading habits and patterns of library use by members of faculty before their appointment to their present posts: on the other hand, it is also likely that in other cases the settling-in process in new posts inhibited the use of libraries outside Norwich. It would be useful if 'library-habits' could be correlated with age and seniority but the size of the U.E.A. sample does not permit this.

There is some evidence that the use of some of the libraries surveyed is heavier during vacation than during term-time—of 48 users of the B.M., 33 replied in the affirmative to question 3.

The questionnaire also sought to elucidate the extent to which users of the B.M. Library used other departments of the Museum. Only six respondents indicated that they did so regularly and 11 that they did so occasionally. The Department of MSS was mentioned most frequently, followed by Prints and Drawings and, in one case, Antiquities. On the other hand, there was a heavy affirmative response to question 4b—40 libraries were mentioned by nearly as many respondents. Most references were to libraries of the University of London, its Institutes and Colleges.

No attempt was made to measure the use which members of faculty made of the N.L.L. or the N.C.L. and it is doubtful whether individuals would either know the source of all the books or periodicals borrowed by them through the inter-library loan system. To fill in this gap in our knowledge, I append an analysis of loans made by the University Library during the past year.

W.L. Guttsman
Librarian

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*Five respondents did not indicate their school and their replies were, therefore, not used in the detailed analysis of tables II-IV.

TABLE 1

Response rate

	BIO	CHE	MAP	ENV	EAS	EUR	FAM	SOC	TOTAL
Questionnaires sent	45	47	32	2	25	32	10	41	234
Replies received	21	23	18	1	8	22	7	25	130*
Response rate	46.6%	48.9%	56.3%	50.0%	31.3%	68.7%	70.0%	61.0%	55.6%

TABLE II

Number of those who during the past three years
never used any of the under-mentioned libraries

	BIO	CHE	MAP	ENV	EAS	EUR	FAM	SOC	TOTAL*
B.M. – Bloomsbury	21	22	17	–	–	1	2	14	81
B.M. – Colindale	21	23	18	1	8	15	6	22	119
Science Museum	19	20	16	–	8	22	6	25	121
Patent Office	20	21	15	–	8	22	6	24	126
Cambridge U.L.	17	18	13	1	4	7	3	19	87
TOTAL of Replies	21	23	18	1	8	22	7	25	130*

*incl. 5 questionnaires not giving the School of the respondent

TABLE III

Use of individual libraries: last date used

a) British Museum Library (Bloomsbury)

Last used in:	Science Schools	Humanities	Social Studies
Prior to 1966	2	3	–
1966	–	3	1
1967	2	9	4
1968	–	14	6

b) Science Museum Library

Last used in:	Science Schools	Humanities	Social Studies
Prior to 1966	11	–	–
1966	1	–	–
1967	2	–	–
1968	–	1	–

c) Patent Office Library

Last used in:	Science Schools	Humanities	Social Studies
Prior to 1966	5	–	–
1966	1	1	–
1967	2	–	–
1968	4	–	–

c) Cambridge University Library*

Last used in:

Prior to 1966	6	3	–
1966	1	1	–
1967	10	7	2
1968	1	10	3

*Cambridge University Library use: of the total of 44 users of Cambridge University Library
16 (of whom 1 was a scientist) read there and borrowed books
25 (of whom 15 were scientists) read there only
3 (of whom 1 was a scientist) borrowed books only

TABLE IV

Use of individual libraries: frequency of use
during past three years (users only)

a) British Museum

	Science Schools	Humanities	Social Studies
Regularly	–	20	7
Sometimes	–	12	4
Rarely	3	2	–

b) Science Museum

	Science Schools	Humanities	Social Studies
Regularly	2	–	–
Sometimes	2	–	–
Rarely	4	1	–

c) Patent Office

	Science Schools	Humanities	Social Studies
Regularly	5	–	–
Sometimes	–	–	–
Rarely	2	1	1

d) Cambridge University Library

	Science Schools	Humanities	Social Studies
Regularly	–	13	2
Sometimes	9	3	1
Rarely	5	6	3

APPENDIX I

QUESTIONNAIRE ON THE USE OF THE NATIONAL LIBRARIES BY MEMBERS OF FACULTY

1 When did you last visit any of the libraries listed below?

i) B.M. Library a) Bloomsbury ....
b) Colindale ....

ii) Science Museum Library ....

iii) Patent Office Library ....

iv) Cambridge University Library ....

a) To borrow books
b) To read
c) To read and borrow

2 Do you now or did you at any prolonged period during the past three years use any of these libraries a) regularly b) sometimes c) rarely d) not at all (see note below)

Please tick

		a	b	c	d
i) B.M. Library	a) Bloomsbury	...	...	...	...
	b) Colindale	...	...	...	...
ii) Science Museum Library		...	...	...	...
iii) Patent Office Library		...	...	...	...
iv) Cambridge University Library		...	...	...	...

Note: I have presumed that questions posed in terms of an exact time-scale could not be answered accurately; however, as general guidance it is assumed that 'regularly' would mean something like 'once a month or more'; 'sometimes' a few times a year and 'rarely' once a year or so.

3 Time of use.

Is your use of any of these libraries substantially 'heavier' during vacation than term-time?

Please tick

Yes... No...

If 'yes', does this apply to Please tick

a) B.M. ...

b) Science Museum ...

c) Patent Office ...

d) Cambridge University Library ...

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4 Use of British Museum Library

a) When using the B.M. Library do you use other departments of the Museum (e.g. Antiquities, Prints and Drawings) in connection with your work?

	Please tick
i) Regularly	...
ii) Sometimes	...
iii) Never	...

If so, which..

b) When using the B.M. Library in Bloomsbury, do use other libraries in London?

	Please tick
i) Regularly	...
ii) Sometimes	...
iii) Never	...

If so, which..

....

....

....

....

5 Any general comments on the National Library system as at present organized and suggestions for its improvement.

6 Name (optional):.. School:...

APPENDIX II

Analysis of Inter-Library Loans
July 1967 – April 1968

I Sources of books obtained

National Lending Library for Science & Technology		1,081
National Central Library		505
London Library		54
Other		332
	Total	1,972

II Breakdown by borrower

University staff	943	43.8%
Other (mostly postgraduates)	1,039	56.4%

III Analysis of faculty borrowers (including research associates, but not visiting fellows, etc.) by number of loans:

SCHOOL	No. of Loans					
	0	1-5	6-10	11-20	21-30	More
Biological Sc.	20	17	3	4	2	–
Chemical Sc.	13	19	6	2	3	–
English & American St.	10	9	4	1	–	–
European Studies	15	8	4	2	–	–
Environmental Sc.	1	–	1	–	–	–
Fine Arts	3	4	–	1	–	–
Maths. & Physics	14	11	4	–	1	1
Social Studies	16	17	4	2	2	–
Computing Centre	1	2	–	–	–	–
Library	4	3	1	–	–	–
Totals	97	90	27	12	7	2
%	41.3%	38.3%	11.5%	5.1%	3%	0.8%

58.7%

MEMORANDUM PREPARED BY
MR. E.R.S. FIFOOT, LIBRARIAN, FOR THE PRINCIPAL OF
THE UNIVERSITY OF EDINBURGH

March 26th, 1968

National Libraries Committee

On 16th February you sent over the circular letter from the Chairman of the National Libraries Committee. The Library Committee asked me to send you my comments on its behalf. My paragraph numbers refer to Dr. Dainton's numbered questions.

(i) This question refers to the use of existing national facilities by the "academic and research staff", and cannot be effectively answered by the library alone. However, one point should, I think, be made.

The National Libraries Committee's terms of reference do not include consideration of the National Library of Scotland, nor of the Public Record Office or the library of the Victoria and Albert Museum. Teaching and research staff in Edinburgh do not need to use the British Museum as much as those in most other universities, since we have a copyright deposit library on our doorstep. This does not of course mean that staff do not have to visit the British Museum, but they do so more for its manuscript and foreign collections than for its British books. When staff, particularly in Arts, do go to London it is frequently because they need to use the Public Record Office (often in conjunction with materials in the British Museum), and, to a lesser extent, the Victoria and Albert Museum's library.

(ii) The existence of the National Lending Library in Science and Technology has an increasing effect upon our acquisition of scientific and medical periodicals. Relying upon immediate availability from NLL, we need subscribe to fewer new periodicals of marginal interest and have recently cancelled subscriptions to a considerable number of less-used periodicals in this field. So far the extension of NLL's activities into the social sciences has had no effect on our acquisition policies, and indeed the nature of these subjects is such that the effect could never be great–and would be even less in the humanities.

The existence of the British Museum and the other two libraries has no effect upon our acquisition policies. The existence and proximity of the National Library of Scotland, however, means that we need buy fewer less-important British books and can avoid, to a very small extent, binding and preserving minor British periodicals. In financial terms, however, the savings are slight.

(iii) The outstanding change which would improve our service to our users would be for the British Museum (and other copyright deposit libraries) to lend books to this and other university libraries. At present they do not, which means that researchers have either to visit the British Museum–perhaps merely for one or two references whose ultimate value cannot be assessed in advance–or to go without.

A second improvement of great value would be an up-to-date National Union Catalogue, which would enable us to discover which library has particular books needed by our users and then to make a direct application for a loan. The present union catalogues in the National Central Library are out of date and incomplete, resulting in a delay of weeks or months before a book is traced. A modest national investment in a computerised national union catalogue would bring very great advantages to scholars in the humanities and, to a lesser extent, in the social sciences.

Lastly, a speed-up of the photographic and copying services of the British Museum would be of considerable benefit. At present microfilm and similar orders are subject to a delay of up to nine months after payment has been received at the Museum.

(iv) Browsing in a very large national library covering many subjects is clearly less valuable than in a small collection organised for a specific academic or scientific purpose. There is no doubt that the users of our Main Library value open access to its collections, even to those parts which are not classified or otherwise arranged by subject. It is difficult to give a clear answer to this question without adequate research (which I do not think has been effectively done anywhere) on the literature-searching needs and habits of scholars in the humanities and social sciences. But I think one could say that scientists, engineers and medical users rely on their comparatively efficient bibliographic aids to their literature (which is in any case more short-lived) much more than do arts and social science people.

(v) Our library grants access to all members of the public who need to use it. Borrowing facilities are accorded to non-university persons with special research needs.

The library participates fully in regional (i.e. Scottish) and national inter-library loan programmes. It also plays its part in various national schemes for co-operative acquisition, e.g. those sponsored by the Joint Standing Committee on background coverage, and by the Standing Conference on Library Materials on Africa.

(vi) The Library Committee (and, through you, the University) expressed support to the U.G.C. on the proposals in the U.G.C.'s *Report on University Libraries* for the establishment of a true British National Library. Such an institution, as defined in the Parry *Report,* could be of immense benefit to university libraries and the users for whom they exist.

If I may express a purely personal doubt, it is that the *Report,* the U.G.C., and other official thinking, tend towards merely minor modifications of the present facilities. In my view wholesale measures are needed if a real National Library is to become a reality. The separation of the library departments from the rest of the British Museum is clearly necessary: but the space and freedom to develop a National Library will not be found in the London area, and I would like to see imaginative proposals for such an institution being established alongside the extremely successful NLL in Yorkshire: its components being the British Museum Library, the NLL, the National Central Library and the Public Record Office. But this is, I fancy, wishful thinking!

MEMORANDUM

submitted by

UNIVERSITY OF ESSEX

June 10th, 1968

(i) **To what extent are the existing national library services used by the academic and research staff?**

In order to obtain some factual information on this point a questionnaire, relating to the use of national libraries during the past twelve months, was sent out to 200 academic and senior auxiliary staff. Eighty-four replies were received.

Out of 40 replies from members of science departments (Chemistry, Computing Centre, Electrical Engineering, Mathematical Studies, and Physics) six recorded use of the Science Museum Library with a total of sixteen visits between them, and only one reply recorded two visits to the British Museum (Bloomsbury).

Out of 44 replies from the other departments (Art, Economics, Government, Language Centre, Library, Literature, SSRC Data Bank, and Sociology) a much higher degree of use of the national libraries was indicated. Eighteen replies recorded a total of about 400 visits to the British Museum (Bloomsbury), three replies recorded a total of 34 visits to the British Museum (Colindale), one reply recorded two visits to the National Reference Library for Science and Invention (Patent Office), and one reply recorded a single visit to the NLLST (Boston Spa).

Only one reply recorded the need on any occasion to use the British Museum Library together with any other department of the Museum, in this instance the Department of Prints and Drawings.

(ii) **Does the existence of national facilities affect the acquisitions or other policies of your university library, or enable economies to be effected in the provision of its services?**

The existence of the NLLST (Boston Spa), for which large funds have been made available for the purchase of current titles and back volumes of science periodicals, and the speedy service it provides for loans, have enabled some economies to be effected in the acquisition of back volumes in our university library. However, a very high proportion of scientific requests relate to comparatively recent publications, so that a university library still has a commitment to an ever-increasing subscription list to current scientific titles in the particular fields in which teaching and research take place in the institution which it serves.

In the fields of social studies and the humanities national provision for loans is very imperfectly organised. The National Central Library itself maintains only a comparatively modest stock of books and periodicals. (*The scope and function of the National Central Library* (1967), p.16, notes the book fund of the NCL as £15,750 as against about £200,000 per annum for the NLLST), and, although the borrowing facilities afforded by the NCL in its capacity as a central agency in the national interlending scheme are potentially of great value, the incompleteness of the NCL's union catalogues; the inadequate size of the NCL's own bookstock, and the large number of books in British libraries which are not available for loan are important factors which lead to the current failure rate and delays in supplying loan requests made by academic staff in arts subjects.

(iii) **In what respects could national facilities be changed or augmented in order to provide a better service to members of your university?**

Immediate improvements which are most desirable are the acquisition of a greater proportion of the world's literature, providing a larger stock of foreign books, periodicals and newspapers, improved access to books, speedier photocopying services, speedier inter-library loans (to which reference has already been made under (ii).) and longer opening hours (evenings and weekends).

In the long term the three library departments of the British Museum (Printed Books, Manuscripts, Oriental Printed Books and Manuscripts) with the addition of the Department of Prints and Drawings (since prints and drawings are technically more closely related to a library than to a museum and, we believe, are more often consulted in connection with books than with objects from other departments of the British Museum) should be separated from the rest of the Museum and reconstituted to form the nucleus of a National Reference Library. The National Central Library (its bookstock to be used as a loan collection of duplicates) and its bibliographical activities, and the National Reference Library for Science and Invention should be united with them to provide a comprehensive library in one place.

The function of the NLLST should be extended by removing its present restriction on subject coverage and absorbing the NCL's periodicals, so that it would become the National Lending Library for periodicals in all fields. The National Reference and the National Lending Libraries, in such a development, would together constitute a unified national library Service.

(iv) **If national reference facilities are regarded by you as essential, should they be organised to give open access to the books on the shelves?**

A National Library housed in a building designed for a high degree of flexibility should be organised on a broad subject basis, so that there will be easy access by all readers to a proportion of the bookstock on any subject. In a library of this size it will be administratively impossible and probably undesirable to afford full open access but the means of permitting consultation of bookstock in what is administratively regarded as closed access should be made available to those readers whose work demands this requirement.

(v) **Does your library provide facilities to members of the public and does it co-operate with regional schemes for inter-library lending?**

Essex University Library affords members of the public (upon the production of satisfactory references or recommendations) with reference but not borrowing facilities. We have been granted a Library Licence by the Publishers Association, for which the admission of the public is a condition, but we should certainly do this in any case. The University Library co-operates fully with all inter-lending schemes.

(vi) **Does your university wish to comment on the information and recommendations of the U.G.C. Report on University Libraries, inasfar as they are relevant to the provision of national library facilities?**

This University supports the view of the Parry Committee that 'there is no true apex to the library system of the country' and that as a result 'many of the functions of a national library . . . are either not undertaken by any library in Britain or are insufficiently dealt with by a variety of libraries'. All the functions of a national library should be undertaken by one library or, if by more than one library, in a co-ordinated system. The conclusions and recommendations of the Parry Committee on the functions of a National Library (Chapter VII, paras. 324-34, Chapter XIII, para. 635) deserve the fullest consideration and support and we see no need to suggest any amendment to them.

Further Comments

It is considered that the Science Museum Library the functions of which are to act as a lending and reference library for the Science Museum staff, and staff and students of the Imperial College of Science and Technology, to serve as a reference library for the public, and as a supplementary source of literature for the B.M. (Natural History), Institute of Geological Sciences, and the Victoria and Albert Museum, should continue to carry out all these functions but need not be considered in relation to the future organisation of a National Library.

On the other hand it is considered that four other libraries, the National Library of Scotland, the National Library of Wales, the Public Record Office, and the Library of the Victoria and Albert Museum, not included in the Dainton Committee's terms of reference, should be taken into account in the co-ordination of a national library service. The two national libraries receive books under the Copyright Act (1911) and might assist in inter-library lending services, the Library of the Victoria and Albert supplements that of the British Museum as a national collection of books and periodicals on art, and a close co-operation between a National Library and the Public Record Office might enable a national policy on archives to be established.

MEMORANDUM

submitted by

UNIVERSITY OF EXETER

April 22nd, 1968

(i) (a) The British Museum is particularly important for the Arts; the *National Central Library,* mostly for the Arts; the *National Lending Library for Science and Technology* for the Sciences and now for the periodicals of the Social Sciences; the *Science Museum Library* for the Sciences.

(b) *British Museum.* Academic and Research staff in the Arts use the reference facilities considerably. The reprographic facilities would be more used if there were not such long waits involved in the filling of orders: in fact use of these is now negligible on account of the delays to be expected. The charges for xeroxing also seem comparably excessive.

National Central Library. Practically all of the 227 books etc. borrowed from abroad by Exeter University Library during 1966/67 came through the N.C.L. Domestic borrowing from their stock amounted to another 184 items.

National Lending Library for Science and Technology. Exeter University makes very extensive use of its lending and photocopying facilities. In 1966/67, 1,162, items were borrowed (39 books and 1,123 periodicals).

Science Museum Library. Some academic staff go to use its reference facilities, but only very occasionally. Applications for inter-library loans go through the N.L.L.S.T: little material received actually originates at the Science Museum Library.

(c) *Any* variations in the pattern of use:

Inter-Library Loans.

The demand for these is pretty uniform though perhaps less so in late spring and early summer due to examinations. It is slackest in August, busiest in autumn and early winter but there is not actually a great deal of variation. Our Academic staff have become very "inter-library loan" minded: indeed the service is most necessary on account of the smallness of our holdings. It has more than tripled in volume since 1963-64, 1,756 items for that year to 5,346 during 1966/67.

Reference Facilities.

Academic staff use the reference facilities of the British Museum especially during the summer and other vacation periods. Some of these, especially classicists, historians and English scholars are concerned with all the British Museum's present departments including the antiquities collections, the Department of Maps, the Department of Prints and Drawings and the State Papers Room.

The ease with which London can be reached from many places including Exeter to enjoy these facilities must be emphasized and the advantage of having so many in one place and area. Even now having the British Museum periodicals at Colindale is an inconvenience.

In fine, in a University and library of our size, we are naturally very dependent on the existing national library services in whatever field one cares to name, at any rate after an elementary level of research.

(ii) *We* are still building up our undergraduate material; therefore the question is not so relevant.

The *British Museum's* holdings would restrict our purchase of certain expensive out-of-print second-hand items. Occasionally we might purchase a Xerox or other reprographic copy of the British Museum Volume.

The *National Central Library.* Occasionally foreign material is not purchased but borrowed through the N.C.L. and microfilmed etc., by arrangement and in line with Copyright regulations.

The *National Lending Library for Science and Technology.* Its large holdings affect our subscribing for lesser used periodicals, especially at this time of financial stringency.

The *Science Museum Library.* As for the N.L.L.S.T.

All the above hold much material we cannot obtain anyway.

(iii) *We* would like to see improved national lending facilities for the Arts. Increased centralisation for Arts borrowing would also help.

For the Sciences, we should also like to see even better service at the National Lending Library for Science and Technology and the Science Museum Library. This University is becoming a Telex subscriber and we would recommend improved handling of Telex requests at the N.L.L.S.T.

(iv) *Browsing* facilities are not absolutely necessary though partial access is extremely helpful. We agree that the importance of browsing does indeed vary with the subject and depend upon the availability of adequate bibliographic aids. Might there not be a case for extending browsing facilities to special readers at Cambridge University Library and other copyright libraries? Individual copyright libraries might supply these facilities in certain subjects by a division of the complete range among them.

It is convenient for as much reference material as possible to be in one place whether wholly on open access or not, so that this can be got quickly to the user of these facilities.

(v) *Reference* facilities are extended to any members of the public applying for a Reader's Ticket.

The University Library plays a full part in regional schemes. 928 items were lent to Municipal and County Libraries, out of a total of 1,912 loaned externally during 1966/67.

It might also be remarked here that this region is one without a really large library and this affects the speed of inter-library borrowing and lending.

(vi) *The* information and recommendations of the U.G.C. Report on University Libraries regarding national library facilities should, especially if the latter are implemented, prove of great benefit to this and all other libraries. This University with a small library heavily dependent on inter-library loan strongly supports paras. 303-305 of the Report.

We also believe that the library departments of the present British Museum should become the nucleus of the British National Library and support in general the Trustees' plans for the use of the Bloomsbury site.

In our opinion the whole matter must be viewed in the widest terms of reference, that is, considering *all* national collections (the other copyright libraries at Aberystwyth, Cambridge, Edinburgh and Oxford; the National Reference Library for Science and Invention, the Victoria and Albert etc., in London, unique collections in provinces and national libraries for law, music, etc) which should all play a part, a national bibliographical service including centralised cataloguing services, a national scheme for the education of librarians, and so forth.

MEMORANDUM

submitted by

UNIVERSITY OF GLASGOW

June 19th, 1968

1 The University of Glasgow was founded in 1451, and its library, though inactive during the first century and a quarter of the University's existence, has a history of continuous development from 1577 onwards. Between 1709 and 1836 it enjoyed the privilege of copyright deposit, and during the last century and a half it has acquired by gift or bequest various rich and important special collections. These facts are mentioned because they have some bearing upon the extent to which academic and research staff find it necessary to depend upon the resources of the national libraries.

2 The factor of distance from London is even more relevant. Full use of the reference library facilities offered by the British Museum is possible only during vacations—when these facilities tend to be under heaviest pressure—or on periods of study leave. Shorter visits to London, for committee business or the like, afford additional opportunities; but the dispersal of parts of the collections, and the slowness of the service to the Reading Room, greatly limit the effectiveness of such visits, and some prefer to use these occasions for visits to the libraries of learned societies, where short periods can be used more intensively.

3 The importance of the British Museum's collections lies in their comprehensiveness; but to the extent that they are split up and dispersed their usefulness is diminished. The National Reference Library of Science and Invention is a case in point. Founded by an amalgamation of the stock of the Patent Office Library with the relevant sections of the British Museum Library's stock, it was quickly recognized as a valuable asset because of the comprehensive coverage that was thereby achieved; but realisation of its potential utility has been much impaired by the splitting of the collection between two separate sites. To reunite it in a single location would be a considerable service to the work of scientists. To reunite it in the same location as the rest of the national reference collections would be an even greater one—such is the growing interdependence of scientific and other disciplines.

4 Where such a location should be is a question perhaps not entirely outwith the Committee's terms of reference. Despite the distance factor that has been mentioned, there is no disposition here to suggest any alternative to Central London, which offers the advantages of relative ease of access and of proximity to the greatest concentration of other cultural resources to be found anywhere in the country. In this last connexion, the benefits are obvious, and not to be underrated, that would accrue from siting the library very near to the antiquities department of the British Museum.

5 Another link which many would like to see forged or strengthened is that between the British Museum's department of Manuscripts (which could presumably form part of the reference collections of the National Library) and the Public Record Office.

6 We consider also that reference library facilities in other parts of the country might with great advantage to scholarship be helped to expand and develop their resources. While it is true that much can be done through the inter-library lending system to meet those needs which a scholar's own university library fails to satisfy, the inspirational benefits of serendipity are lacking, and postal delays, however short in themselves, are cumulatively a serious drag upon progress from reference to reference. For members of this University, accordingly, the strengthening of the National Library of Scotland would be a matter of high importance.

7 For similar reasons, open access to the national reference collections, within the limits of what is administratively possible, is an important desideratum. In science particularly there is great profit to be gained from the opportunity to consult the whole run of a periodical in pursuit of a developing theory, or to follow up a series of citations directly from the abstracting or indexing work of reference in which they are found. In the field of law, casework makes similar demands. In both of these fields the desideratum applies to a very large proportion of the stock. In social science and the humanities the urgency is perhaps less, and the administrative difficulties certainly greater because of the mass and variety of their material, and also, in the humanities, because of the age and irreplaceability of much of it. Even here, however, it is desirable to give access to a wide range of reference material and of standard works. Not the least of the benefits which might result would be a partial deliverance from the frustrations induced by the present slowness of the service to the Reading Room.

8 The existence of the British Museum Library and of the National Reference Library of Science and Invention has, as might be imagined, little effect upon the policies of Glasgow University Library. The National Library of Scotland, however, and the National Lending Library for Science and Technology, have each some influence in this respect. There is fairly regular consultation with the former when opportunities are being considered of acquiring manuscripts or other rare research material in the humanities, and the establishement of the National Lending Library has made it possible to forego the acquisition of some scientific and technical journals recommended for purchase. The efficiency of that library's service has greatly simplified and speeded up the process of inter-library lending within the subject areas in which it specialises, but the net result has been not so much a reduction of the university library's administrative commitment as an increase in the volume of activity achieved for the same amount of effort. (Peculiarly, where other university libraries have been reporting a

reduction in the volume of their own lending to other libraries since the National Lending Library service became established, no such effect has been manifested at Glasgow.)

9 It is indeed the lending activities of the national libraries, and the possibility of improving and rationalising these services, which matter most to members of this university. Relatively heavy use is made of the existing facilities, and a large contribution is made to them. In 1966/67, for instance, 3,000 items were borrowed by Glasgow University Library from other libraries, and 4,500 items were lent in return. 42 per cent of the items borrowed came from the National Lending Library for Science and Technology, 25 per cent were obtained through the regional services operated by the Scottish Central Library and the National Central Library, and 33 per cent as a result of direct application to other libraries. Five years ago the proportions were 12 per cent, 25 per cent and 63 per cent respectively. Of the items lent by Glasgow University Library in 1966/67, 64 per cent were lent in response to a direct request from another library, and 36 per cent through the Scottish Central and National Central Libraries; five years earlier the proportions had been 70 per cent and 30 per cent respectively. The increase in the proportion lent through an agency relates entirely to the Scottish Central Library.

10 Requests from readers in the University Library for borrowings through the inter-library lending system during November, 1967, have been analysed in greater detail. Of 491 requests dealt with, 72 per cent were from members of the academic or research staff, 20½ per cent were from postgraduate Research Students, 2½ per cent from undergraduates, and 5 per cent from other readers. The distribution by Faculties was:– Medicine, 38 per cent, Arts 22 per cent, Science 20½ per cent, Social Science 10 per cent, and Engineering 9½ per cent.

39 per cent of the items sought were books or pamphlets, and 46 per cent periodicals (in the original). 14 per cent were photocopies (i.e. 70 items, of which only 2 were microfilms, the rest being full-size xerox or photostats), and of these the great majority were of articles from periodicals.

Five requests were cancelled before action had been taken on them. Of the remaining 486, some 35½ per cent were routed in the first instance to the National Lending Library for Science and Technology, 25½ per cent direct to other university libraries, 14½ per cent direct to non-university libraries, 14½ per cent to the Scottish Central Library, and 10 per cent to the National Central Library. Of the total, some 10 per cent were subsequently referred to another source when the first one failed to satisfy them. The overall failure rate was just over 12 per cent.

Of the items actually received, 53 per cent came within one week of the application being made, a further 18 per cent within a fortnight, 8 per cent more within three weeks and 5 per cent in the fourth week. The second month produced a further 8 per cent, but the final 8 per cent took more than two months–eleven items among these being more than four months in coming.

The 61 failures were fairly well distributed over the different sources tried. The Scottish Central Library had 18, the National Central Library 15 (one of these after a search abroad), university libraries 10, and other libraries to which direct application was made, 5. The National Lending Library had 3 failures, plus 5 others which still failed when referred to the National Central Library, and there were 5 other instances in which failure resulted after reference to two different sources.

11 No doubt many conclusions could be drawn from figures such as these. Three seem quite clear and incontrovertible. First, that the most popular and most effective medium for a lending service is a single comprehensive collection. Second, that publication of union lists of holdings, such as the British Union Catalogue of Periodicals, is of very great service, in permitting applications to be made direct to lending sources. Third, that where recourse has to be made to an agency there is more prospect of quick success through one which, like the Scottish Central Library, maintains an adequate union catalogue of the holdings of co-operating libraries.

12 The National Lending Library for Science and Technology has been conspicuously successful in building up, and making speedily available for loan, a comprehensive collection of periodical publications in the subject areas which come within its Terms of reference. Effective comprehensiveness has in fact been the key to this library's success. Where potential borrowers could rely with a fair prospect of success upon the presumption that whatever they asked for would be available in the library, it was unnecessary to provide a catalogue for their use; and, where periodicals are concerned, shelving in alphabetical order by title is sufficiently precise and unambiguous to make one unnecessary even for the library's staff. Great gains in speed and economy have resulted. There is no reason to doubt that the same methods could be applied successfully to periodicals in other fields of study–though effective comprehensiveness in the humanities, where frequency of reference does not so rapidly decrease as date of publication recedes, might be less easy to achieve, and more expensive.

13 Monographs, however, are another and very different matter. The case for building up a large central lending collection in one place is very strong, for it would greatly reduce the average time taken to satisfy requests for loan. Yet because of the immense range of material to be covered, comprehensiveness, even for relatively modern material, does not seem economically feasible; and this fact, together with the complex nature of the material and the inadequacies and inconsistencies of the relevant bibliographical apparatus, makes it certain that the simplified techniques of the National Lending Library at Boston Spa would not suffice for handling such a collection as might be assembled.

14 The National Central Library, as constituted at presented, does not adequately fill the gap. Whether through lack of finance, or lack of purpose, or from both of these causes, it has not been able to build up its own

collection into a primary source for the satisfaction of loan requests. Nor has it succeeded in compiling anything like a comprehensive union catalogue of the holdings of cooperating libraries, such as might have compensated for this lack. In consequence, it has to rely to a fair extent upon a cumbrous system of circulating desiderata lists to cooperating libraries, which places heavy burdens upon them that they are sometimes inclined to shirk or postpone, with consequent serious delay to the whole system.

15 To establish a satisfactory national lending system, five things seem necessary. The first is unified control of policy, to secure the most effective disposal of resources which are necessarily limited. The second is to improve the nation's stock of American and other foreign publications, which are clearly shown to be inadequate at present by the high failure rates quoted on p.205 of the Parry Report. The third is to extend to all fields of study the coverage of periodical publications at present given in science and technology by the National Lending Library. The fourth is to build up in one library accustomed to handling such material as large a collection of monograph publications, for lending, as may be feasible. The fifth is to make it possible to supplement these resources quickly from the holdings of other libraries willing to lend, through the medium of a comprehensive *published* union catalogue or catalogues—and if this can be prepared in machine-readable form, for handling by computer, so much the better.

16 Other libraries must necessarily continue to play an important part, according to their resources and abilities, in the provision of services both regionally and nationally. The possibility needs to be investigated of bringing more effectively into the pattern of national services important specialist libraries such as the British Library of Political and Economic Science, the India Office Library, or the library of London University's School of Oriental and African Studies. Moreover, serious consideration needs to be given to the question whether *all* the holdings of all six copyright libraries must necessarily still be withheld from loan under any circumstances. The British Museum's collection of British books, however, is properly to be regarded as an archive.

17 Mention has been made above of the extent to which Glasgow University Library contributes to the national system of inter-library lending. In the annual statistics published by the Scottish Central Library it stands revealed as one of the biggest contributors to the system of regional cooperation within Scotland. It also extends hospitality in a fuller sense to the staff and research workers of Strathclyde University and Stirling University, and to others who can show that they are engaged in research of a scholarly nature.

18 None of this, however, takes away from the need to establish a truly effective National Library organization. Most university libraries are being subjected to almost intolerable strains as a result of the rapid expansion of higher education, and major development of national facilities is indispensable if the needs of scholars are to be met with any measure of adequacy.

19 Major developments involving building are bound to take time. But there are some things which might be undertaken immediately, granted the will and the necessary finance. Among these is the provision of an adequate photocopying service in the British Museum Library, capable of fulfilling without delay requests for copies of material which cannot be obtained from other sources. Equally important are the speeding up of deliveries to the Reading Room and the extension of hours of opening. A beginning, too, could be made upon the acquisition of foreign books and periodicals upon a much more comprehensive scale than hitherto.

20 The impact of modern management theories and of computer technology upon the administration of libraries is a matter of current importance. The Office for Scientific and Technical Information is doing excellent work in stimulating research in this field, but there is surely much to be said for the idea of a National Library, pre-eminent in size and range and in the quality of its staff, providing the focal point for research and development of this kind, and taking upon itself the responsibility for disseminating the results throughout the profession. This too is a matter which could be put in hand without much delay.

21 The Parry Report laid much stress on the need to develop a national reference and bibliographical service based on libraries and other organizations possessing information services, with a centre in the National Library to coordinate the system and act as an international clearing house. With this recommendation we strongly agree—and also with the recommendation that the National Library should be enabled to add to its collection of British books and manuscripts any item of importance that becomes available, and that in this connexion existing arrangements for export control should be examined afresh.

MEMORANDUM

submitted by

HERIOT-WATT UNIVERSITY

May 6th, 1968

I hope that the following may be of some use to your Committee. The numbers refer to the questions in your letter.

(i) (a) and (b)

The N.L.L. is heavily used, particularly in the fields of Science, Technology and Social Science. The Science Museum is used to supplement the facilities of the N.L.L. where necessary. The N.C.L. is very little used by our staff.

(ii) Not to any significant extent.

(iii) It would be useful if more bibliographical assistance were available from the N.L.L., e.g. to check that the publication asked for does indeed contain the article asked for.

(iv) Yes, and such a facility would be particularly welcome in the National Library of Scotland.

(v) The Library provides facilities for bona fide enquirers and co-operates with regional schemes for inter-library lending.

(vi) If the recommendations contained in paragraph 635(b) (iv) and (v) were adopted, we should find this very useful. If 635(d) were adopted, it would enable the scientific collections of these Libraries to be more fully exploited.

MEMORANDUM

submitted by

UNIVERSITY OF HULL

July 4th, 1968

The University of Hull has three faculties, including a Department of Law. According to a questionnaire sent on this topic to all members of staff and research students, use of the national libraries by them divides into two main classes: personal visits to the British Museum and the newspaper library at Colindale by Arts and Social Sciences staff, and borrowing through the post from the National Lending Library for Science and Technology by staff of science departments.

Members of staff appear to make visits to London of one or two weeks' duration, usually in the spring or summer vacation, in order to work in the British Museum daily. Separate specific visits are rarer. The use of the British Museum (and Colindale) would seem to be essential to the research of these members of staff, our own Library (260,000 vols.) being necessarily inadequate for this. Most replies came from the Departments of English, Economics, History, Music and Theology.

The great majority of answers reported no use of printed books together with any other kind of material in other sections of the Museum. A minority reported use of books and manuscripts, and other kinds of material mentioned were maps, Anglo-Saxon antiquities, 17th century prints and drawings, and parliamentary papers.

Replies from members of staff in science departments gave little evidence of any use of the national libraries except borrowing from the National Lending Library, and this was referred to mostly in terms of periodicals. Great appreciation of the service was expressed in general.

Private borrowing from the libraries of scientific institutions also plays a substantial part in satisfying the library needs of science staff.

There seemed small evidence that the existence of the national libraries affected our acquisitions policies. This is partly because a large proportion of our expenditure is on student and teaching material, and partly because if particular research material is needed on any but a narrowly personal basis, its presence in any of the national libraries is not regarded as an adequate substitute for acquiring it here. The only area in which acquisition is regularly affected is new periodical subscriptions. If a proposed periodical has not been borrowed recently, or by several different people, we are generally content to rely on inter-library loan.

The invitation of suggestions for improvement of the national libraries produced a varied and enthusiastic response. To take the science replies first, since they were much the fewer, there was a general desire for the whole business of library usage to be computerised, with bibliographies and abstracts coming in quick response to queries; there was also a strong desire for photocopies instead of the loan of actual volumes. Criticisms from the Arts and Social Sciences departments centred chiefly on the British Museum. Most answers mentioned the inadequate seating, the slow fetching of books, the delay in the photocopying service (the high charges here were also mentioned), and the need for longer hours, including Sunday opening. A substantial number of replies stressed the importance of keeping the Library in central London. This was felt to be an essential facility, especially for scholars in the humanities.

More individual suggestions were:

Open access to facilitate browsing, especially among prints

Self-operated copying service

The British Museum should lend, preferably from a second 'lending' collection

The collection is deficient in Italian books, and in American material in general, especially newspapers and periodicals

A catalogue of unpublished theses and dissertations

A subject catalogue of older books

Better meal facilities

The distinction between manuscript and rare book should be abolished.

All national libraries should be classified and catalogues according to the same methods.

As regards open access, replies in favour and against were almost exactly balanced, although (with the exception of one reply stating that open access would be 'madness') those in favour were freer with their reasons than those against. A number of answers asked for complete open access, or 80% open access, or 50%. The usefulness of browsing to discover material was mentioned. The cataloguing and greater availability of the private case collection was urged. It was generally recognised, however, that rare books must be cared for, that to open the whole collection would require much more circulation space, and that the present open access collection went a good way to satisfying casual needs.

The University of Hull's Library does co-operate with regional schemes for inter-library lending. Members of the public are allowed to use it if they can show that they need this kind of library as opposed to the public library system, although casual enquirers are allowed.

The University's Library Committee has studied the *Report on Libraries* published by the University Grants Committee, but apart from general approval has no particular opinion to express on the recommendations dealing with a national library.

MEMORANDUM

submitted by

UNIVERSITY OF KEELE

May 2nd, 1968

There is general agreement that the existing national libraries should be brought into a unified framework, and in this case the two national libraries omitted from the Committee's brief i.e. the National Library of Scotland and the National Library of Wales, should be considered as part of the national library scene.

The brief answers to the questions posed in the letter of the 13th February, 1968, are as follows:—

(i) As Keele is a relatively new University with necessarily limited library facilities of its own heavy use is made of national services, particularly borrowing from the National Lending Library and the National Central Library. Some members of the academic staff make regular use of the British Museum but there are difficulties during term in being able to spend much time away from the University.

While there is a strong feeling that the National Library (British Museum) should be under one roof in central London, there is no user evidence that this need be in the same building as the Departments of Antiquities or Prints and Drawings. It is much more important to have all the books together and indeed it would be advantageous if the newspapers could be brought back under the same roof.

In general, members of the arts faculty feel at a disadvantage in the lack of a National Lending Library for the Humanities on the lines of the National Lending Library. The National Central Library needs to be strengthened financially and to be backed by the resources of more large libraries such as the copyright libraries (other than the British Museum which should remain the *one* library where all books will be available for reference by visiting scholars).

The National Lending Library is of major importance in the field of science periodicals and now of social science periodicals. Comments received include the suggestion that more facilities should be provided for supplying Xerox copies, and the need for the National Lending Library to improve its services in the supply of Conference Proceedings—these tend to be late in acquisition and in many cases delays have occurred because there is only one copy which is in heavy demand. The service for the supply of current scientific books is less satisfactory than the supply of periodicals.

(ii) The most notable effect on our acquisitions policy is in the field of back sets of science periodicals, especially in early periods where the use is sporadic, and the services of the National Lending Library fill this gap admirably.

(iii) National facilities badly needed are in the bibliographical field, particularly in the social sciences. For example, a good deal of research involves newspapers and official publications of various countries and quick information is needed as to availability. This envisages greater use of telex and computer facilities on a national scale. As much of the material is bulky, there is need for increased national facilities in copying e.g. microforms and Xerox. In the humanities there is a crying need for the British Museum to have much better i.e. faster and cheaper, methods of meeting this demand. If the British Museum is to continue as a non-lending library the price to be paid for this privilege is to produce quick copies of non-copyright material at a cheap rate for other libraries in the country.

(iv) Open access is an ideal but would be virtually useless in a national library unless the books were shelved in classified order. The experience of University libraries in the last decade would suggest that the price to be paid (in losses and misplacing of books) for the advantages of open access could be too great on a national scale. However it is felt that a greater number of bibliographical tools and major reference works should be on open access. (One regular user states that he prefers the National Library of Scotland because there are more such books on open access there than in the British Museum).

(v) Keele University Library provides reading facilities for members of the public on application and co-operates in the regional and national schemes for inter-library lending.

(vi) We are in general agreement with the recommendations of the University Grants Committee Report on University Libraries relating to national library facilities, but since the National Lending Library has now become responsible for lending periodicals in the social sciences as well as the sciences it would appear to be worth considering adding periodicals in the humanities to that Library which is so well organised on periodicals loan, and concentrate the books in the humanities in the National Central Library part of the national system. The concentration of all loan copies of periodicals in all subjects in one place would make for a quicker and more efficient service from the point of view of the user libraries.

MEMORANDUM

submitted by

UNIVERSITY OF KENT

May 9th, 1968

(i) The use of existing national library services by academic and research staff. I need, I am sure, hardly remind you that the situation of a new university such as this means that we have to rely very heavily upon the existing national library services. At present we have a book-stock of about 150,000 volumes. We are reasonably certain that this will grow to something like 250,000 by the end of the present quinquennium., but this will only be achieved by a rigorous policy of restricted buying in particular areas.

This is particularly true in the case of back runs of many periodicals and also of older books. It is in these areas that we now rely and, so far as I can see, shall continue to rely, upon the existing national library services. At the moment we draw heavily upon NLLST for periodicals in the National Sciences, particularly in chemistry. We are also beginning to borrow periodicals from them in sociology and psychiatry, but their collection in these fields is not yet so strong that we automatically call upon them first of all. Our chief reliance for the loan of books is on NCL, which remains the only source open to us through which books on all subjects can be borrowed.

As to the actual use made of the British Museum Library and the Science Museum Library by staff and students, that is more difficult to quantify. However, I think it worth saying that one reason we seem to be able to attract reasonably good staff in all areas as well as an increasing number of overseas scholars, is that London and its libraries are readily available. My very strong impression is that regular use of the British Museum Library and the Science Museum Library is made by an increasing number of staff and postgraduate students from here, and I would expect that use to continue. I certainly think that any proposal which made the Library of British Museum less readily available than it is at present would be greatly to the detriment of the members of this University. The point here is a simple one, and I am specially concerned with the interests of those of my colleagues in the non-science faculties. The British Museum Library is within easy walking distance of Charing Cross Station to which we have direct and quick access from this city. If the British Museum Library is moved elsewhere in London then, so far as we are concerned, the move is likely to add almost as much to the travelling time of our people as is now consumed by the journey from Canterbury to London.

(ii) The existence of NLLST made it possible for us to decide not to purchase scientific journals, other than abstracting journals, published earlier than 1950. The fact that the British Museum Library is easily available to senior members of the University has made it possible for us to be selective in our purchase of back runs of non-scientific periodicals. If I may give an example of what I mean. We have been able to acquire the whole of the English Historical Review, but we have not thought it necessary to do the same with a number of other standard journals in this field less heavily used and readily available to those who need them in the British Museum Library.

(iii) I have asked our Librarian about the matter of improvements in service. He says that he has no suggestions for improvements in the service of NLLST at the moment. His experience is that this Library replies quickly and its supply of the journals we ask for can usually be relied upon. Nevertheless it is true, so he says, that outside their specialist area of scientific periodicals; for example, in fields such as medicine, psychiatry, anthropology and statistics they seem to be less reliable. On the other hand the National Central Library's lending service is known to be slow and the reasons for these delays are fully set out in the Parry Report, pp.33 sqq. Our experience follows the general pattern. There has been a persistent tendency on the part of NCL toward delay in finding copies of books in all foreign languages other than purely literary works. In the sciences, our Librarian thinks there may be reason for thinking that the Science Museum Library should be encouraged to reverse its decision not to lend books published later than the foundation of NLLST. Perhaps I might add that some help to our readers would be afforded were the photo-copying service at the British Museum quicker than it now is. We tend to find at the moment that we get our work of this sort done more expeditiously if we look to another university library able and willing to supply us.

As to the answers to your questions (iv), (v) and (vi) I do not think I can do better than reproduce for you the comments our Librarian made and what follows is what he said on these matters.

(iv) There is very little doubt that national reference facilities are essential. I think there is much to be said for allowing access to the shelves, but I am doubtful whether this applies as much to the Natural Sciences as to other fields. In Natural Sciences current bibliographical aids are good and the titles of books usually indicate their subject, so that it is less necessary to see the book itself.

In other fields, browsing can be a useful research tool. It is not sufficient on its own, because most books have a bearing on more than one topic, but cannot be in more than one place on the shelves; but on the whole browsing is a more helpful and stimulating method, especially to the inexperienced researcher, than scanning a subject catalogue.

(v) Our library provides reading facilities to members of the public who make a written application to do so. We do not co-operate with reginal schemes for inter-lending (except through the NCL) because the London and South East Region, to the best of my knowledge, still restricts its membership to public libraries.

(vi) The University has not, as far as I know, expressed any view on the Parry recommendations about a National Library; the comments below are my own opinions and would not necessarily be approved either by the University or by other librarians.

The big deposit libraries have hitherto opposed the suggestion tha any of their stock should be lent outside. Research in the Humanities and Social Sciences is much less well served than in the Natural Sciences (where they have the assistance of the NLLST); and unless one of the deposit libraries changes its decision (and I feel that the Parry Report is a little unreasonable in opposing this) the best solution seems to me to be an immense union catalogue of the major lending libraries, organised by the British Museum as the Library of Congress organises the U.S. National Union Catalogue. It has been persistently argued, at SCONUL and elsewhere, that immense union catalogues are too expensive, and that the correct solution is either to nominate a number of large regional libraries to act as local central lending libraries, or to make a great improvement in the stock of the NCL. I feel that the first notion would be unacceptable to most of the chosen libraries, on whom the burden would be very large, and that the second is impracticable because of the difficulty of acquiring copies of out-of-print works. As a corollary of this, I would support the Parry suggestion that the functions of the NCL be brought under the aegis of the National Library (supposedly the BM).

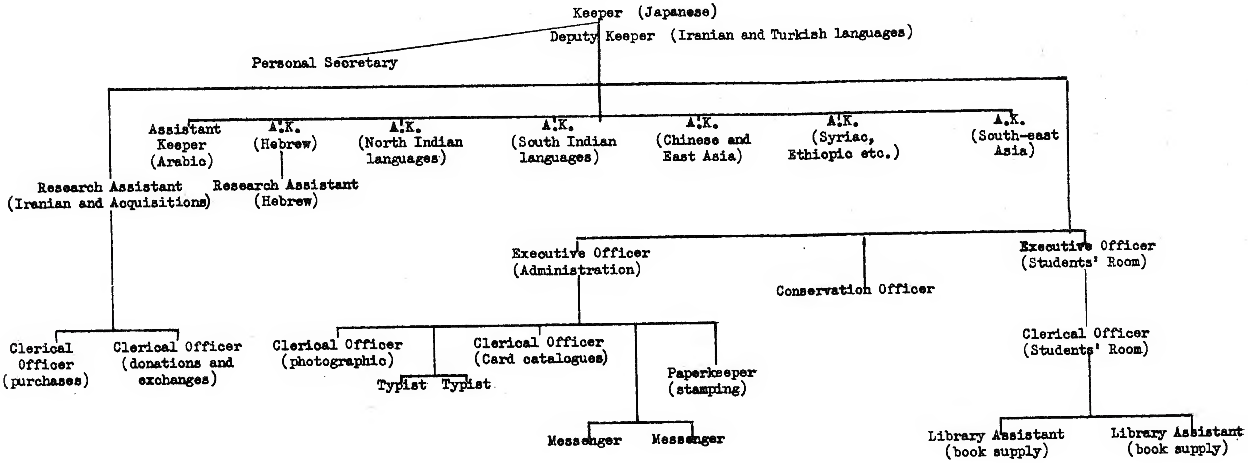
The Report's other recommendations in this chapter seem to be unsupported by practical suggestions as to how they are to be carried out; one other, however, is of urgent interest to university library services; number 326 which emphasises the importance of acquisition of foreign material, with special emphasis on the fact that it should be borrowable.

APPENDIX 2

Organization Charts

DEPARTMENT OF ORIENTAL PRINTED BOOKS AND MANUSCRIPTS

STAFF ORGANISATION CHART


Keeper (Japanese)
Deputy Keeper (Iranian and Turkish languages)
Personal Secretary
Assistant Keeper (Arabic)
A.K. (Hebrew)
A.K. (North Indian languages)
A.K. (South Indian languages)
A.K. (Chinese and East Asia)
A.K. (Syriac, Ethiopic etc.)
A.K. (South-east Asia)
Research Assistant (Iranian and Acquisitions)
Research Assistant (Hebrew)
Executive Officer (Administration)
Conservation Officer
Executive Officer (Students' Room)
Clerical Officer (purchases)
Clerical Officer (donations and exchanges)
Clerical Officer (photographic)
Clerical Officer (Card catalogues)
Typist
Typist
Paperkeeper (stamping)
Messenger
Messenger
Clerical Officer (Students' Room)
Library Assistant (book supply)
Library Assistant (book supply)

(Special language qualifications of each member of the senior staff are indicated above.)

DEPARTMENT OF ORIENTAL PRINTED BOOKS AND MANUSCRIPTS

Staff and organisation: 1968

PERMANENT STAFF	Language specialists, professional grades	Keeper	1
		Deputy Keeper	1
		Assistant Keepers	7
		Research Assistants	2
	Non-professional grades	Executive Officers	2
		Clerical Officers	5
		Conservation Officer	1
		Personal Secretary	1
		Paperkeeper	1
		Library Assistants	2
		Typists	2
		Messengers	2
PART-TIME STAFF	Language specialists	Special assistants (Chinese, Georgian, Pashto, Sinhalese, Urdu)	5

Figure 1. Printed Books Department (excluding N R L S I) Acquisitions 1958 – 1967

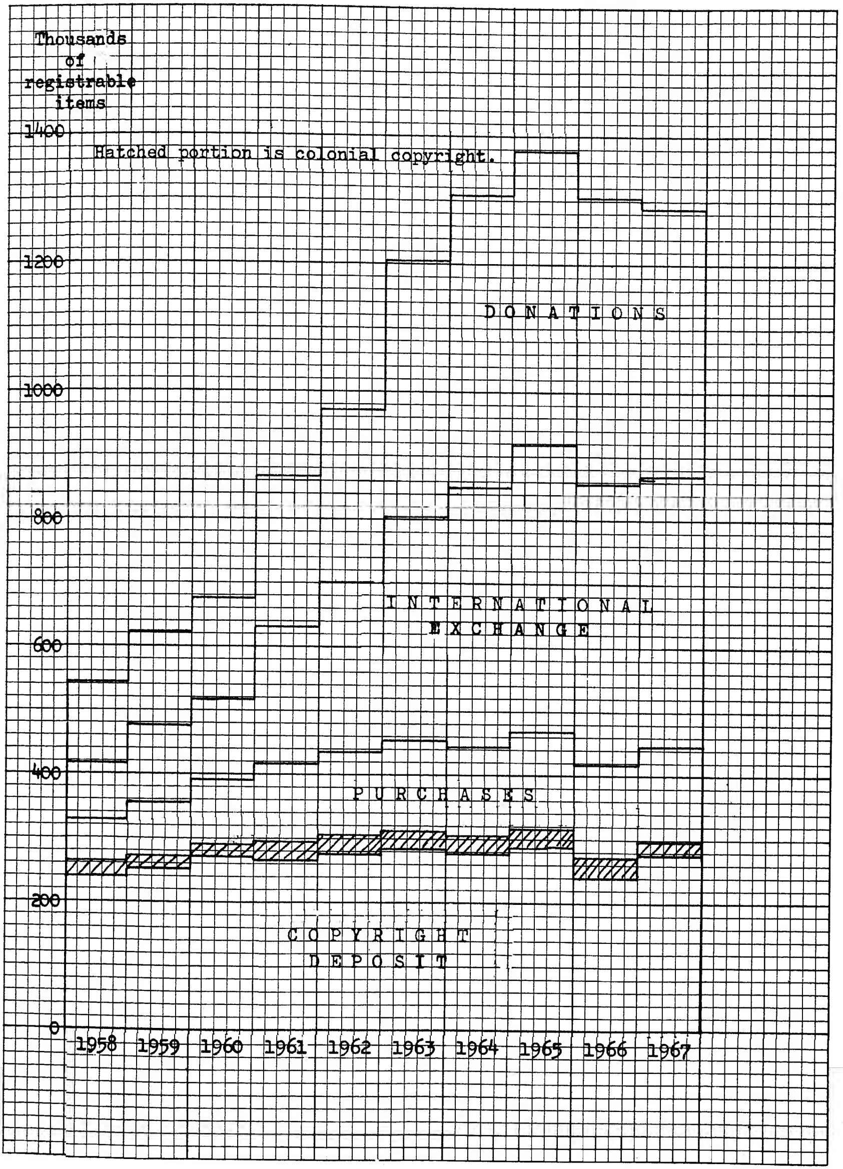


Figure 2. Comparative rates of growth of modes of acquisition.

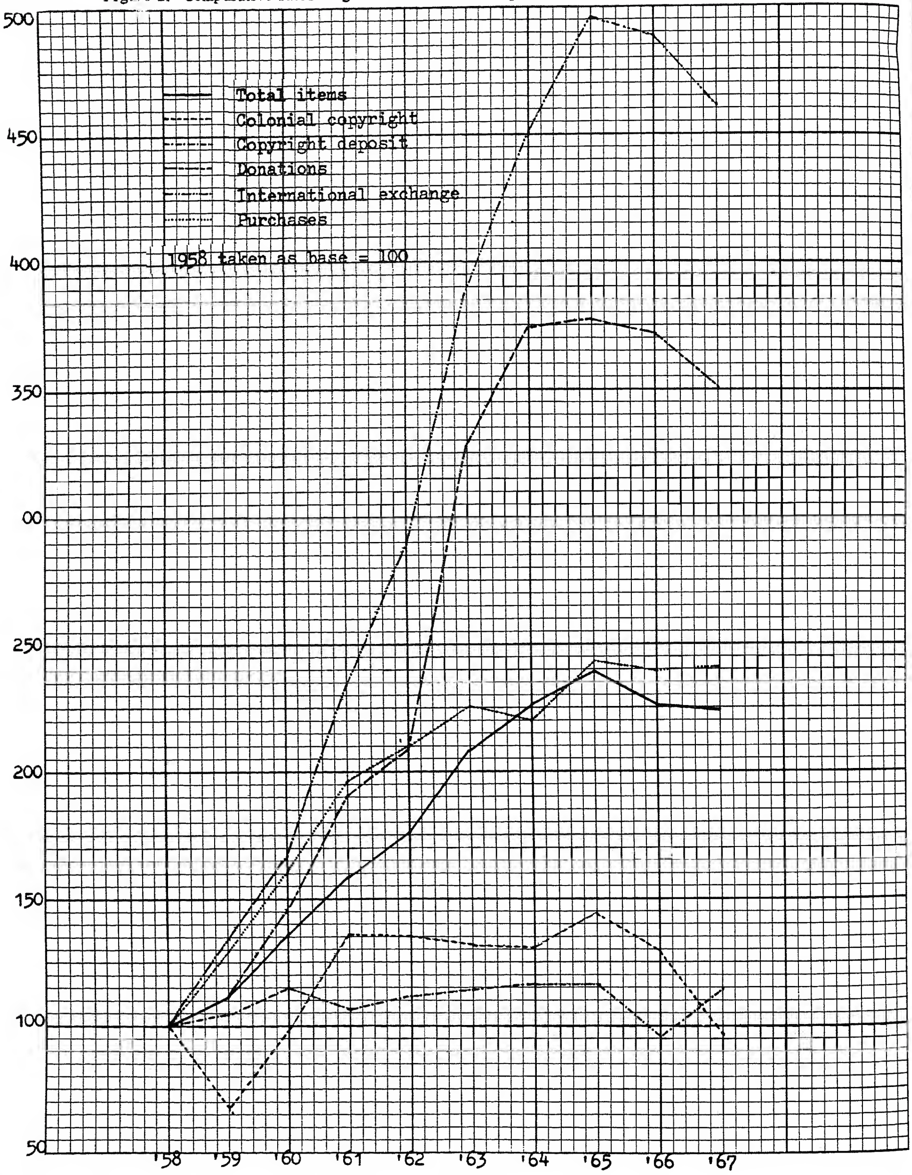


Figure 3.

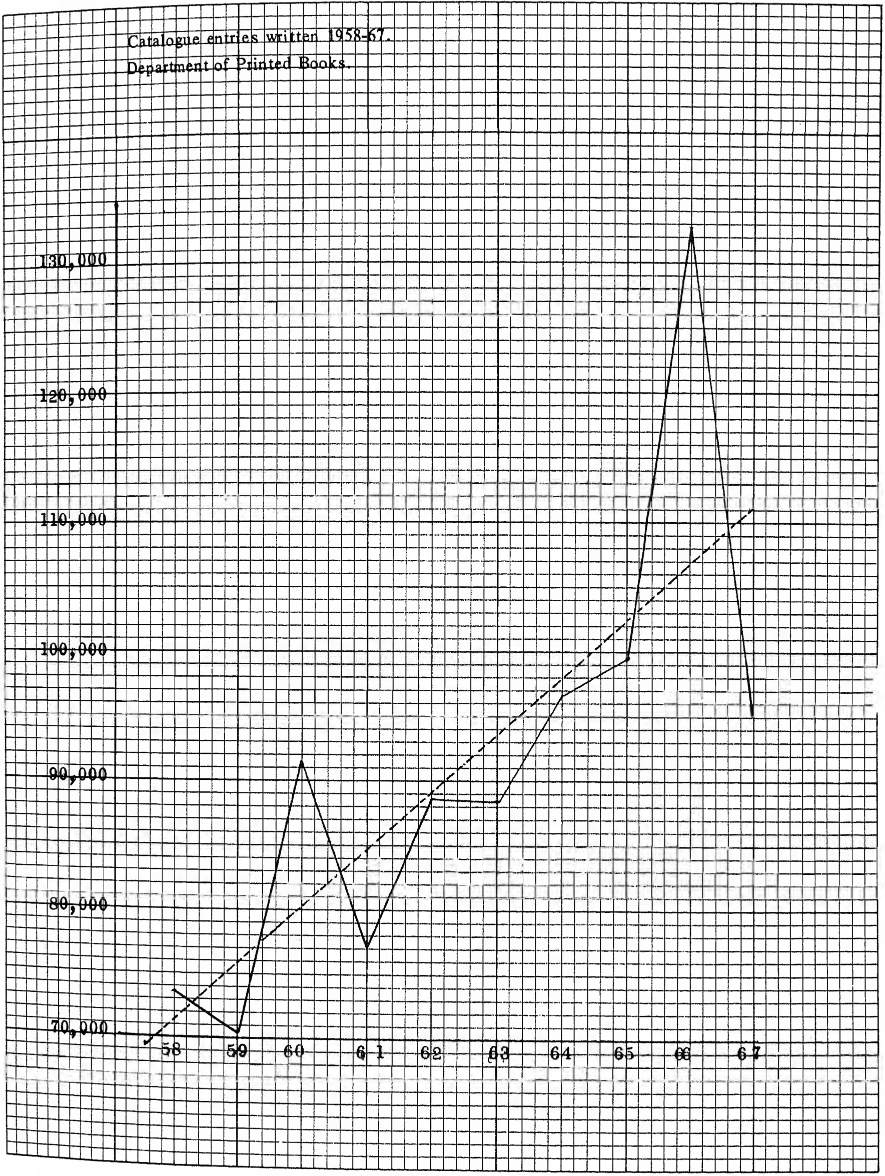

Catalogue entries written 1958-67.
Department of Printed Books.
130,000
120,000
110,000
100,000
90,000
80,000
70,000
58
59
60
61
62
63
64
65
66
67

Figure 4.

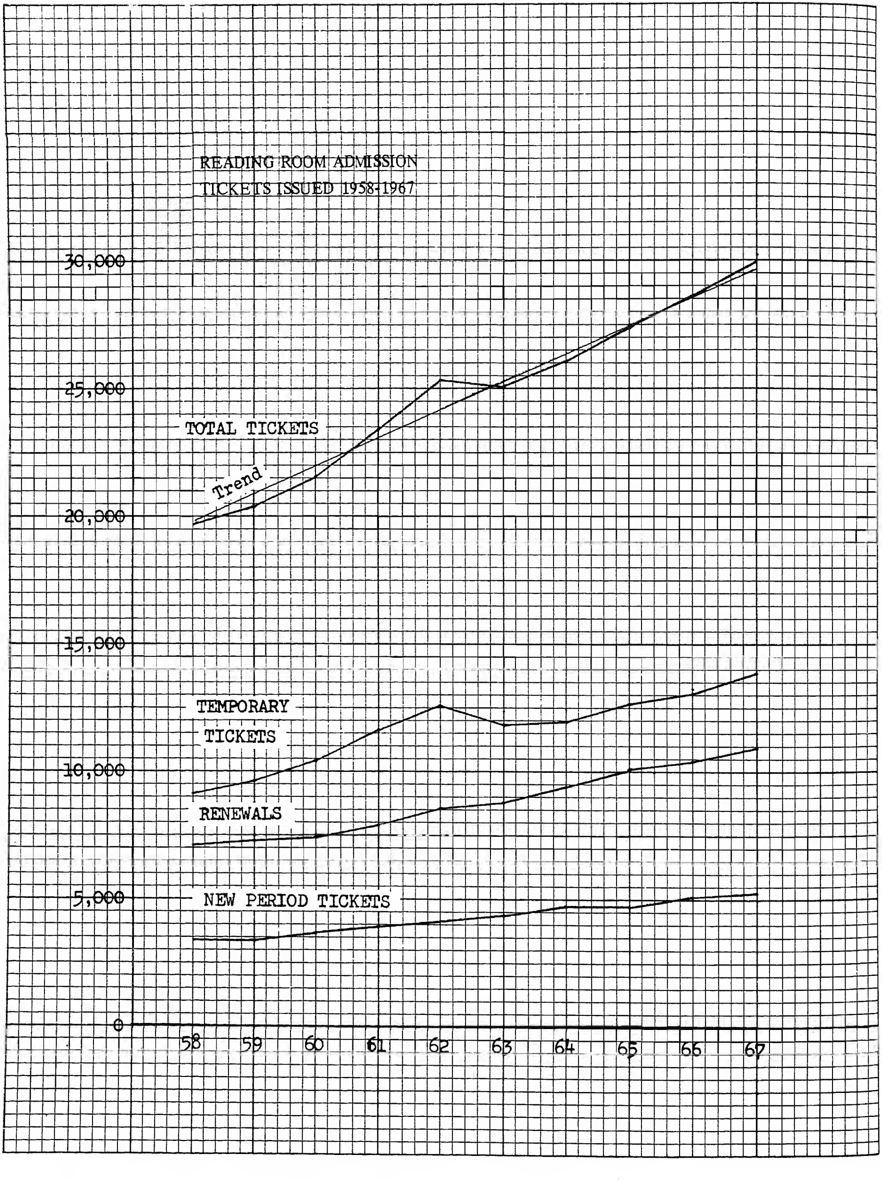

READING ROOM ADMISSION
TICKETS ISSUED 1958-1967
30,000
25,000
TOTAL TICKETS
Trend
20,000
15,000
TEMPORARY
TICKETS
10,000
RENEWALS
5,000
NEW PERIOD TICKETS
0
58
59
60
61
62
63
64
65
66
67

Figure 5.

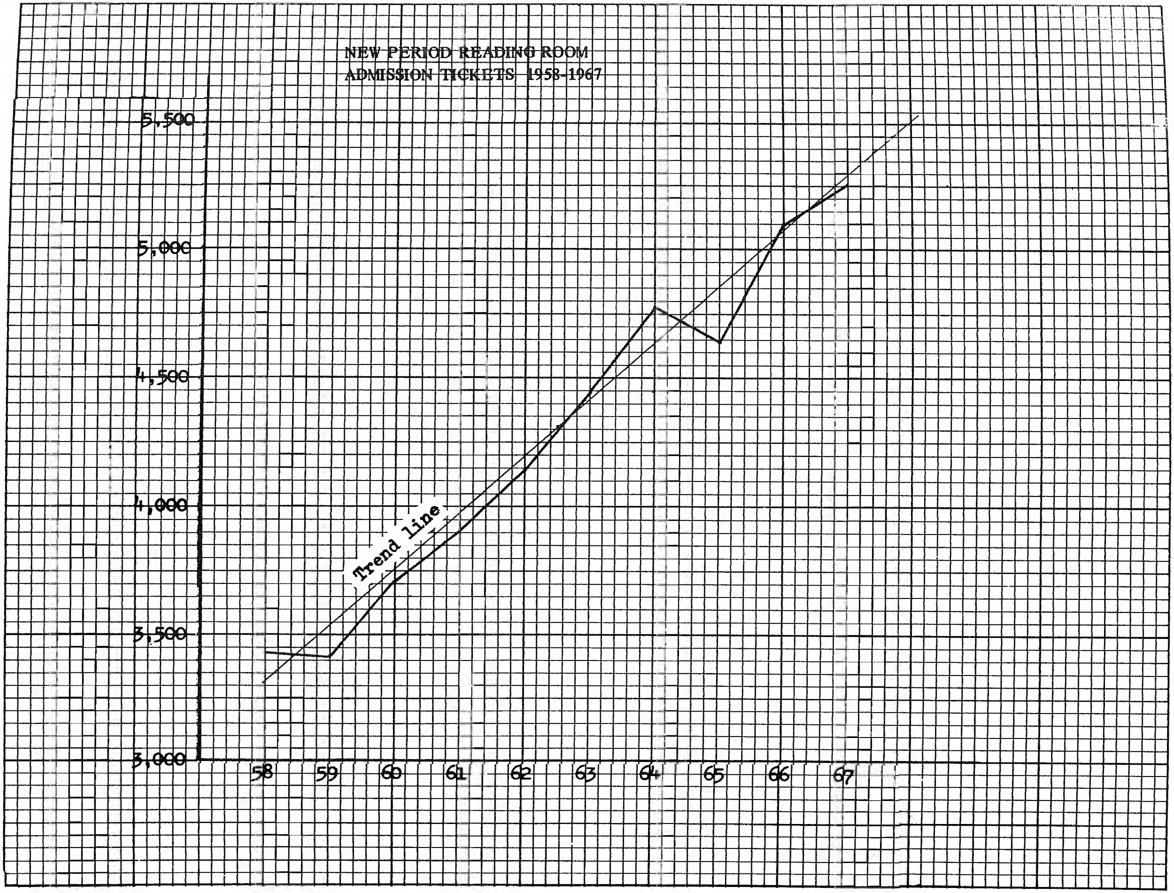
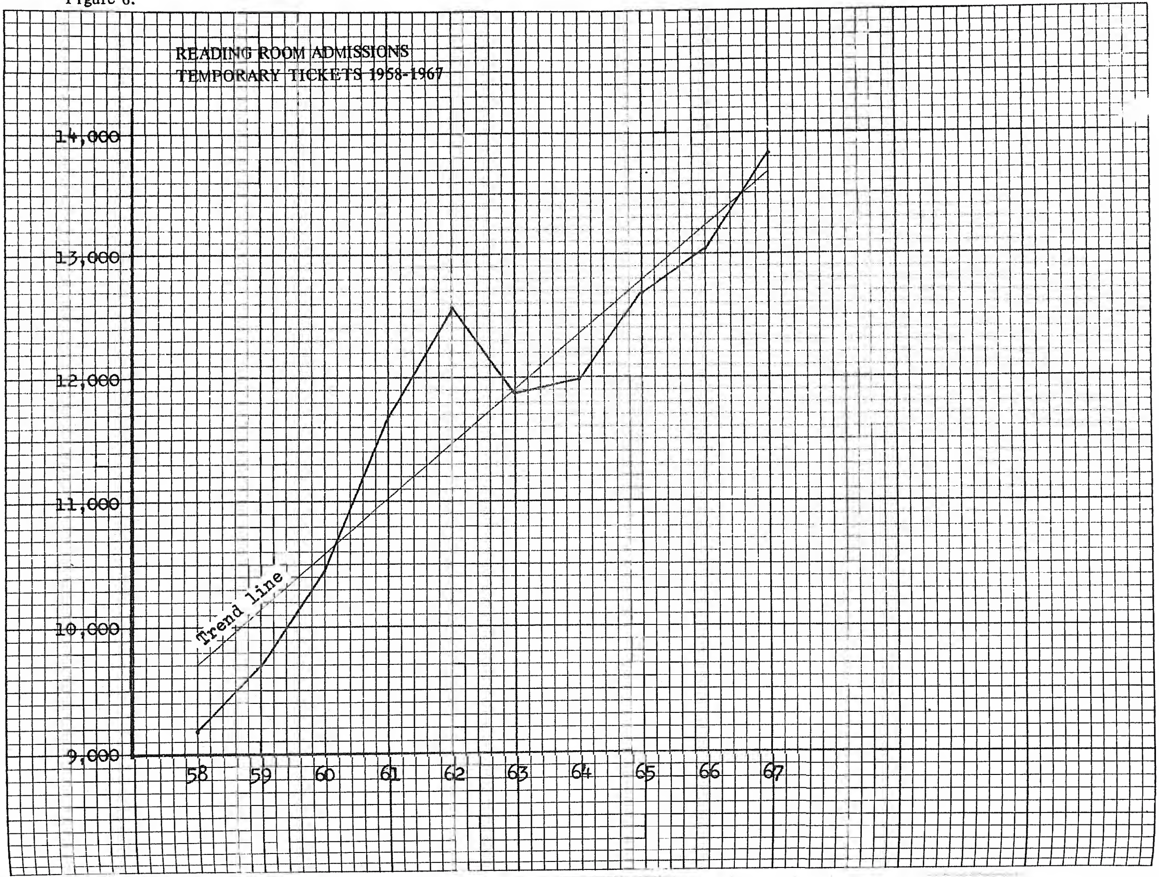
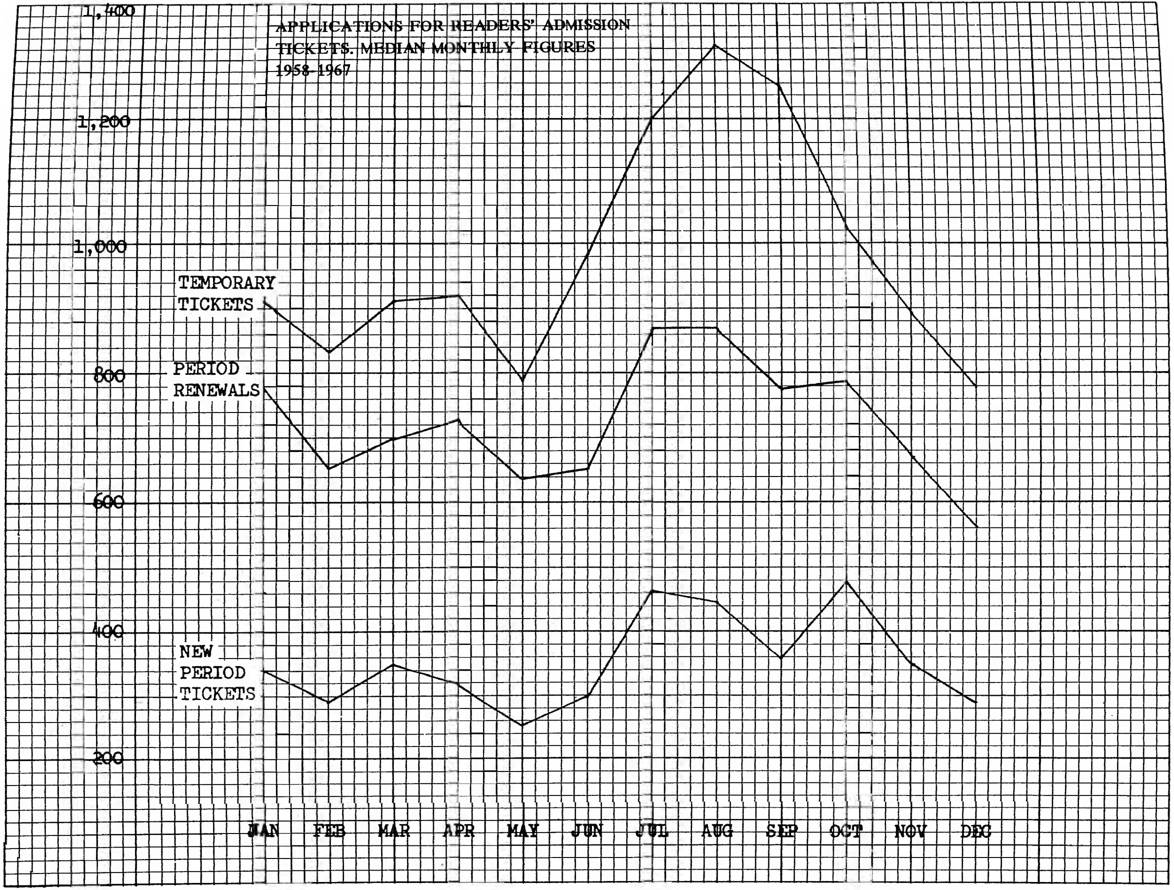

NEW PERIOD READING ROOM
ADMISSION TICKETS 1958-1967
5,500
5,000
4,500
4,000
3,500
3,000
58
59
60
61
62
63
64
65
66
67
Trend line

Figure 6.



READING ROOM ADMISSIONS
TEMPORARY TICKETS 1958-1967

Figure 7.



APPLICATIONS FOR READERS' ADMISSION TICKETS. MEDIAN MONTHLY FIGURES 1958-1967

FIGURE 8

DAILY MEAN ATTENDANCE IN READING ROOM AT 3·00pm 1958–1967

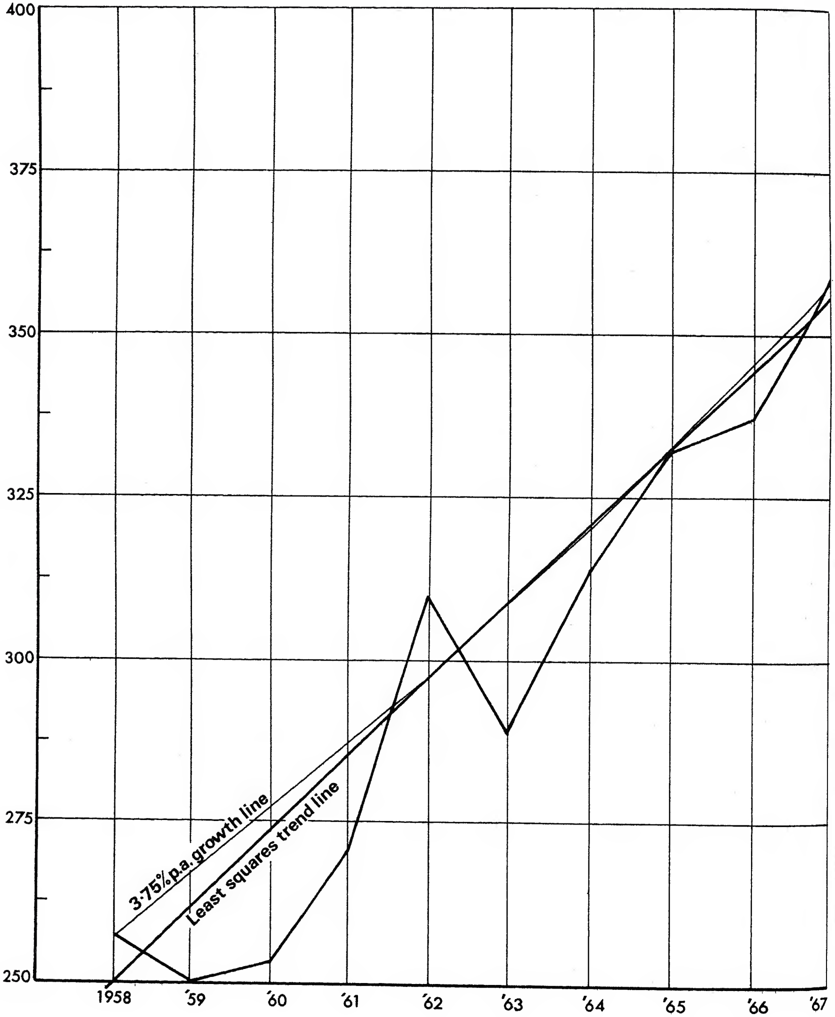


Figure 9. Reading Room attendance figures - 3.00 p.m. count. 1958-1967.

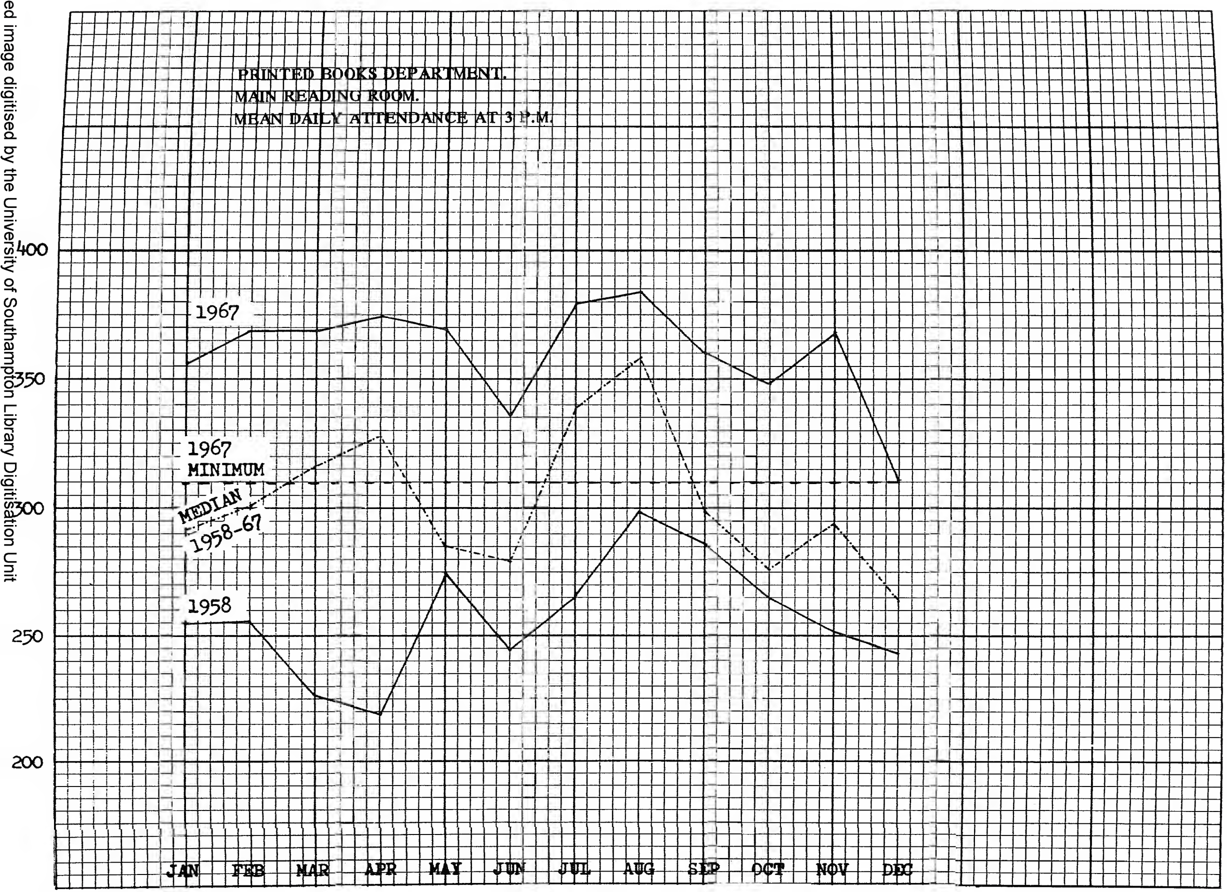
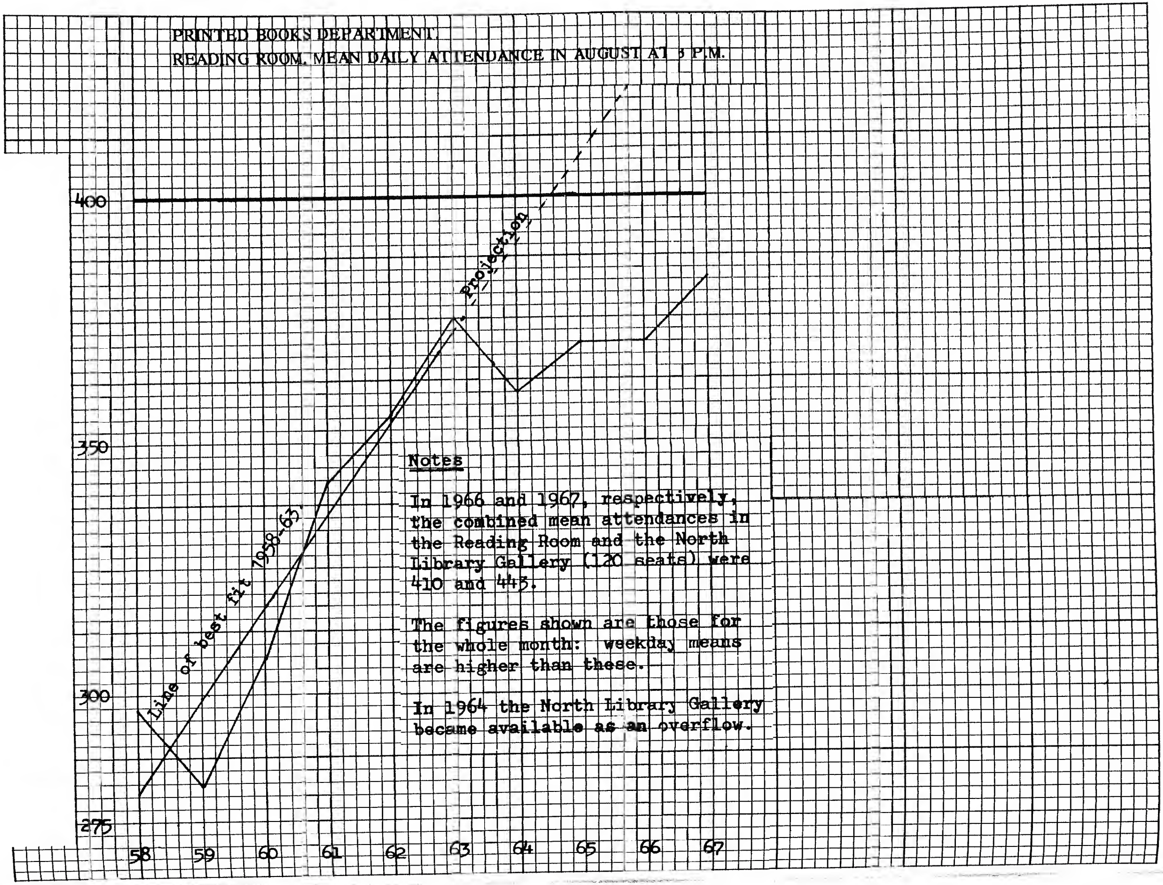


Figure 10.



PRINTED BOOKS DEPARTMENT.
READING ROOM. MEAN DAILY ATTENDANCE IN AUGUST AT 3 P.M.

Notes

In 1966 and 1967, respectively, the combined mean attendances in the Reading Room and the North Library Gallery (120 seats) were 410 and 443.

The figures shown are those for the whole month: weekday means are higher than these.

In 1964 the North Library Gallery became available as an overflow.

Figure 11 (see Table 17) Readers' signatures at N.R.L.S.I. (Holborn)

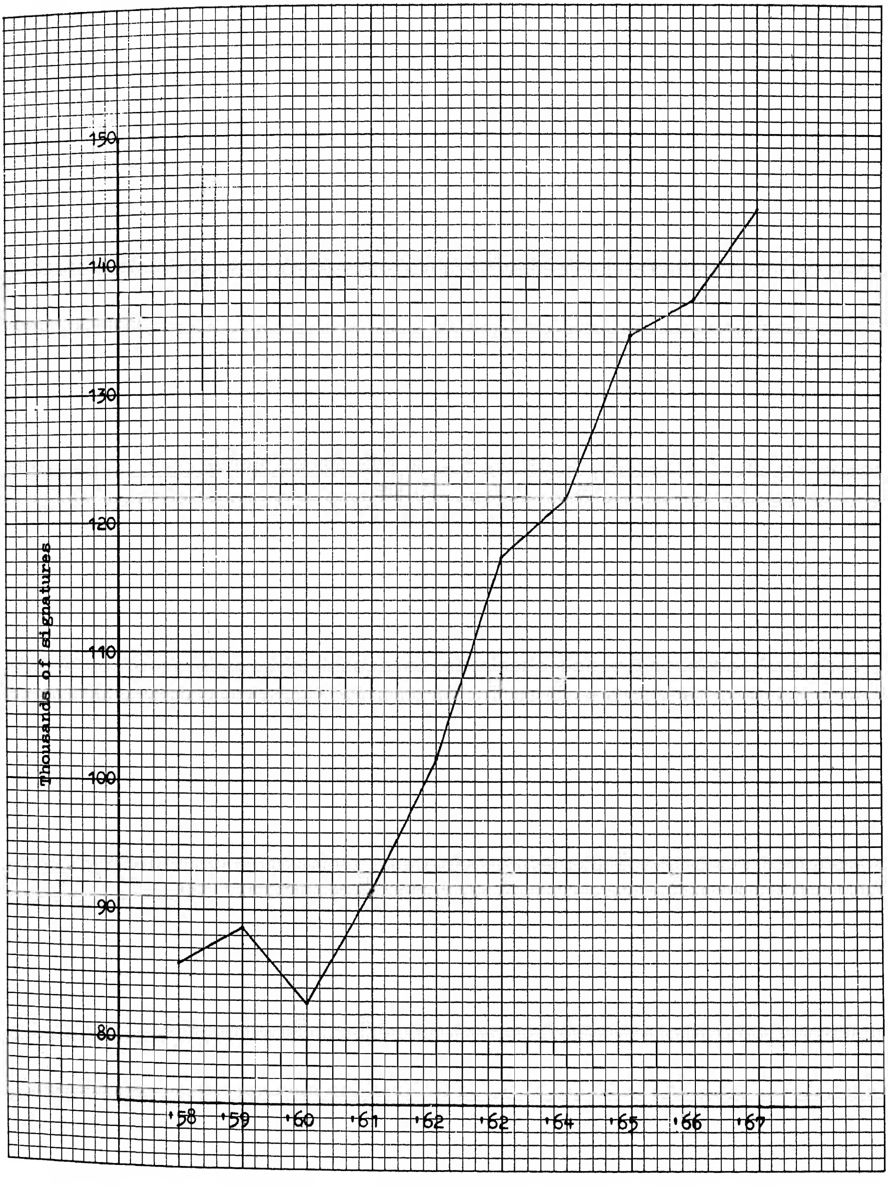


FIGURE 12 (see Table 18)

PRINTED BOOKS ISSUED TO READERS AT BLOOMSBURY

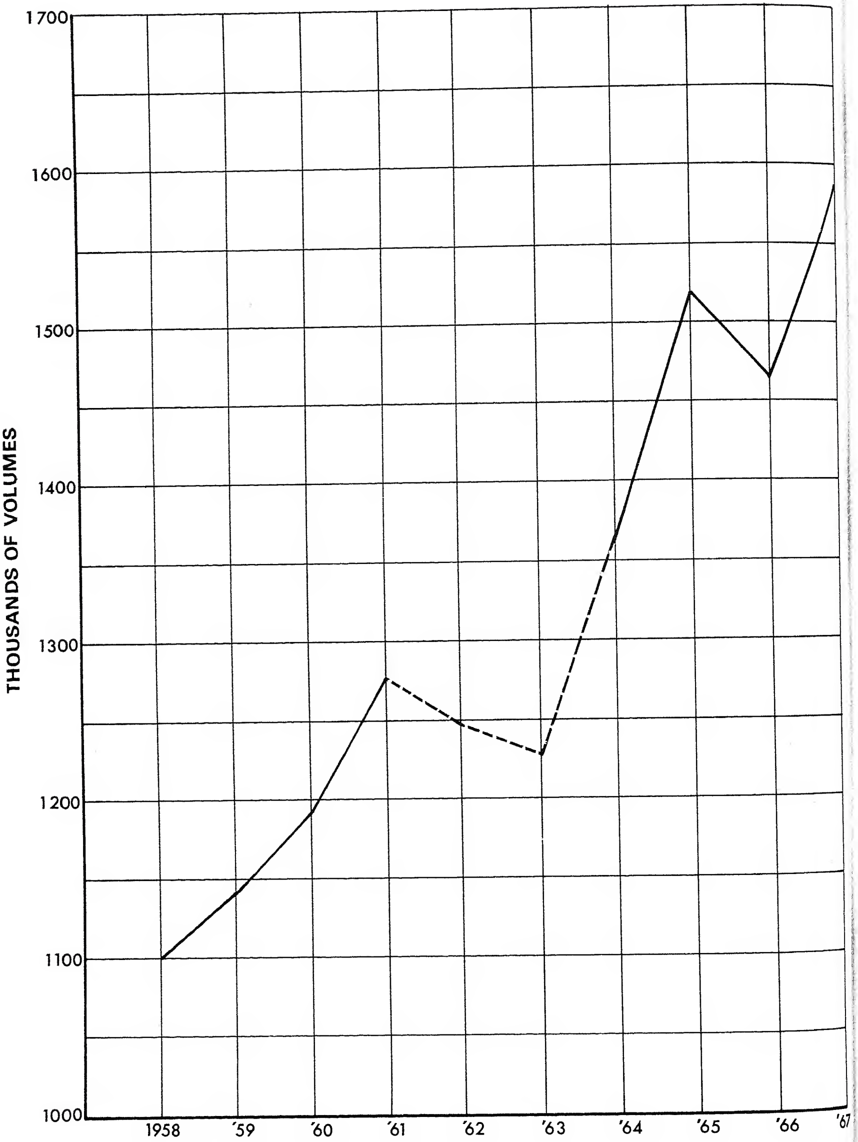


Figure 13 (see Table 20a) Printed Books, excluding Colindale and N.R.L.S.I. Photographic orders.

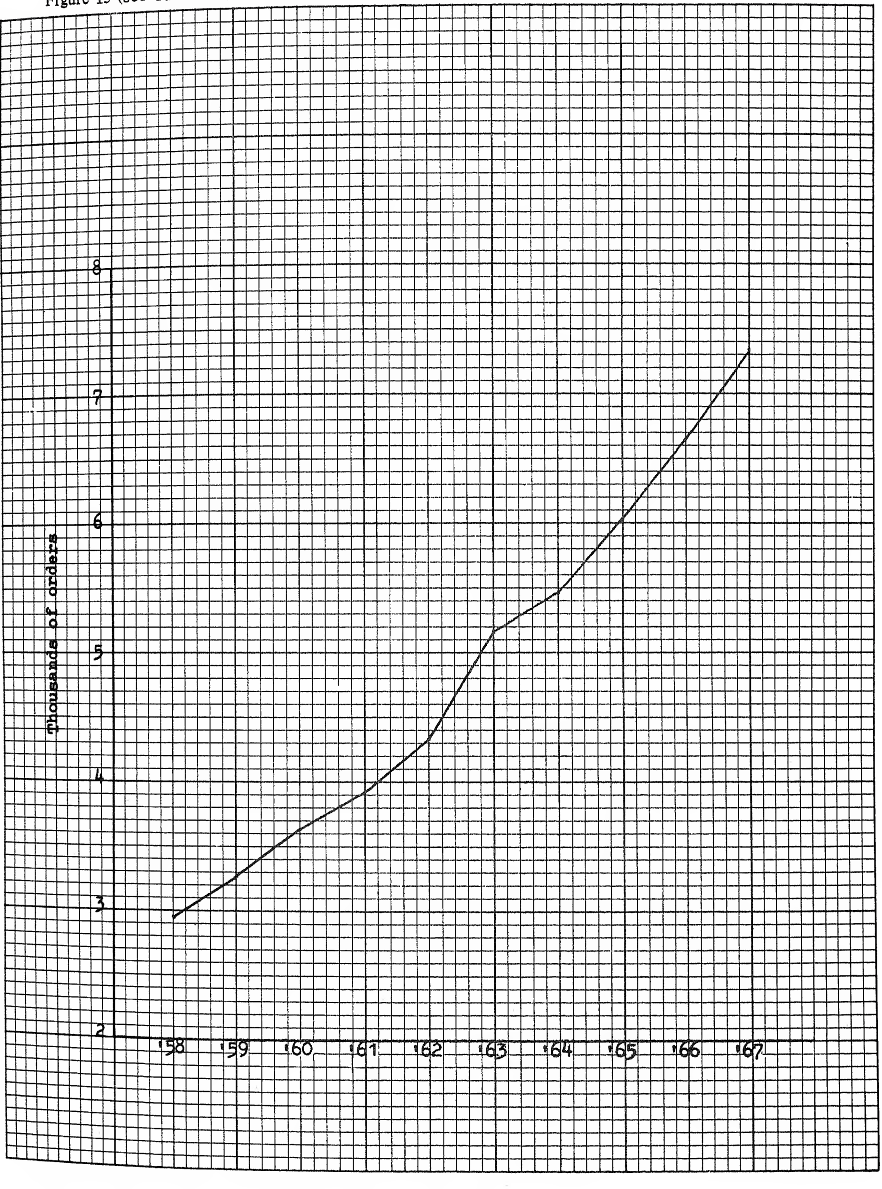


Figure 14 (see also Table 14b) Printed Books Department.

Rapid copy orders handed in in the Reading Room and North Library.

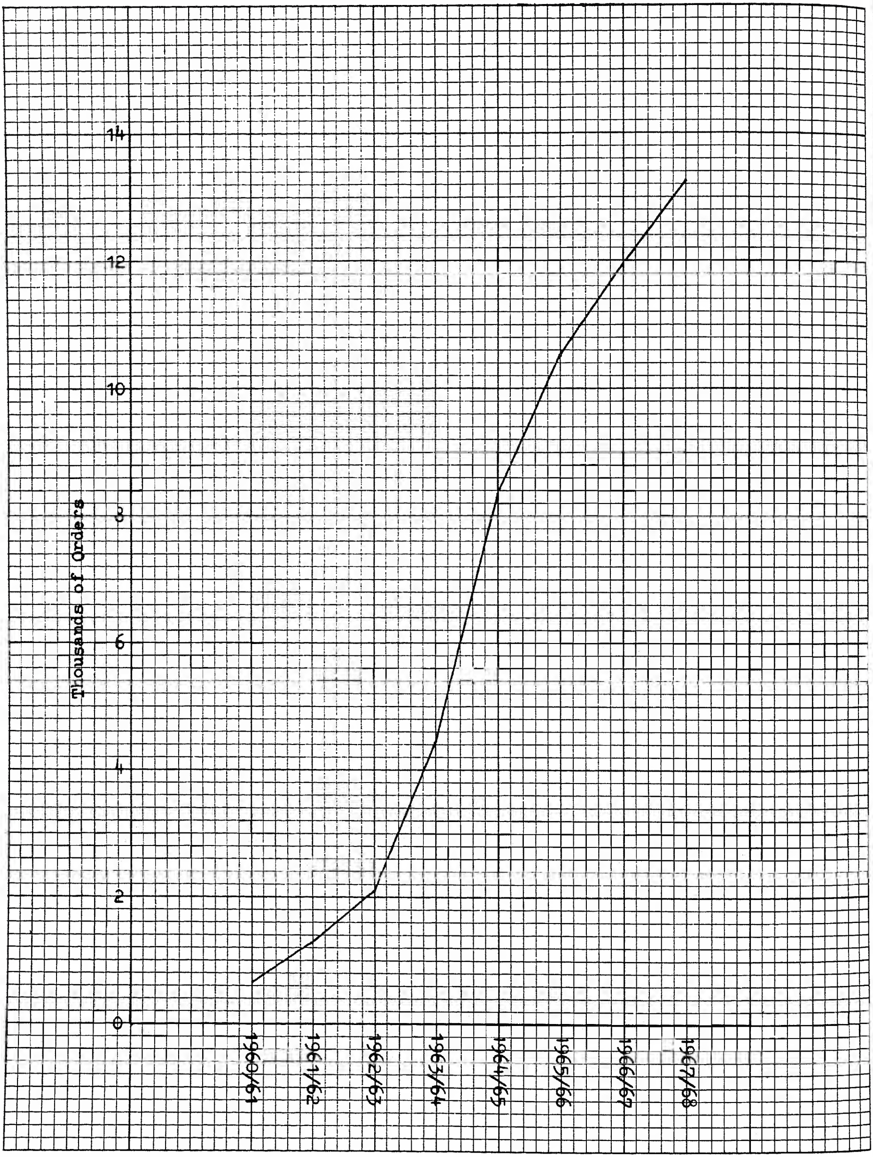


Figure 15 (see Table 20c)

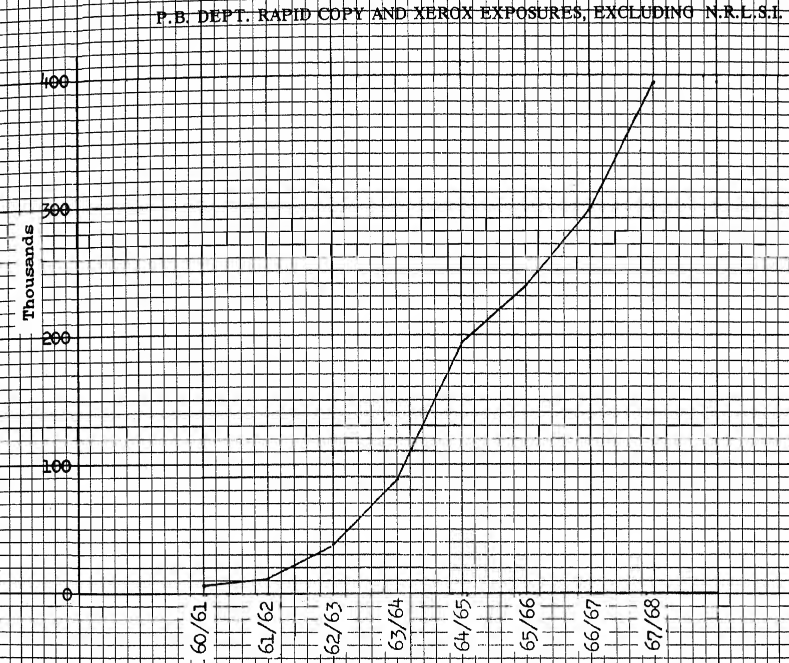


Figure 16 (see Table 20d) N.R.L.S.I. (Holborn) Photographic Orders 1961-1967.

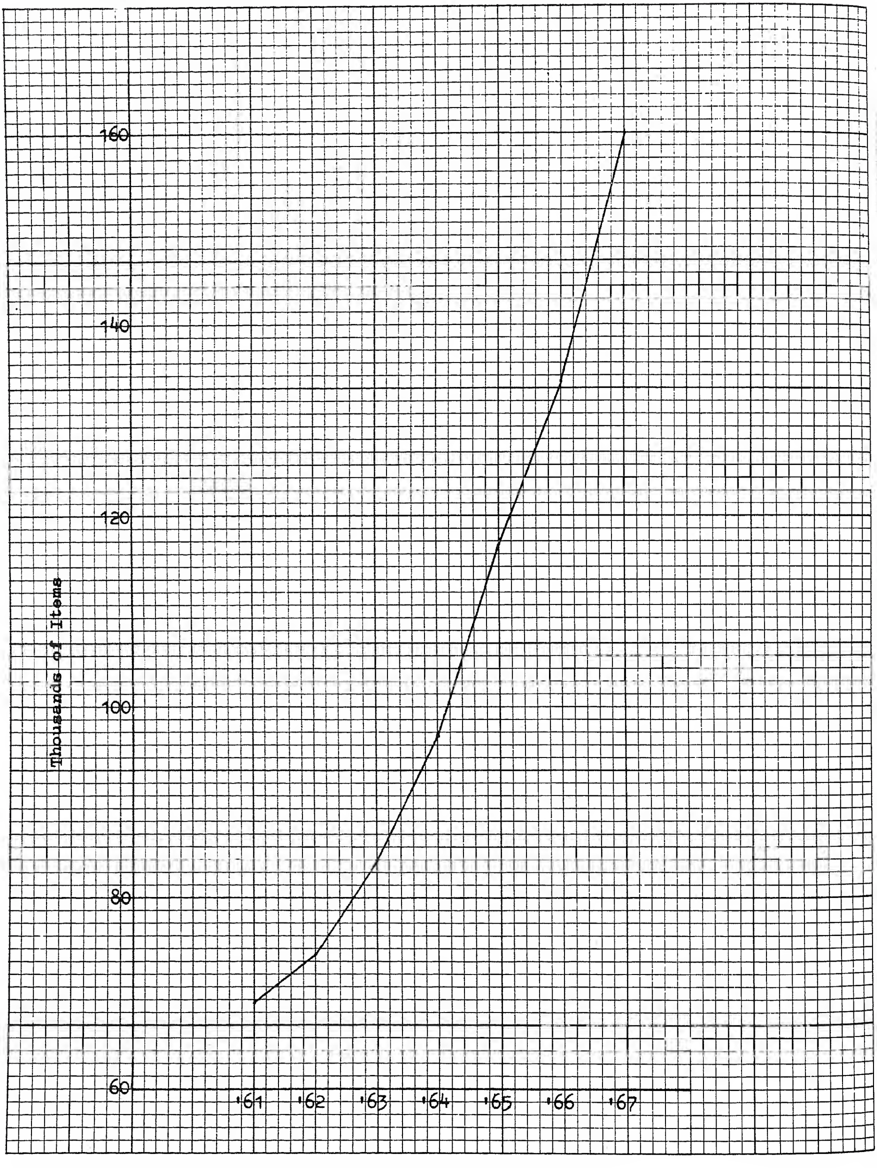
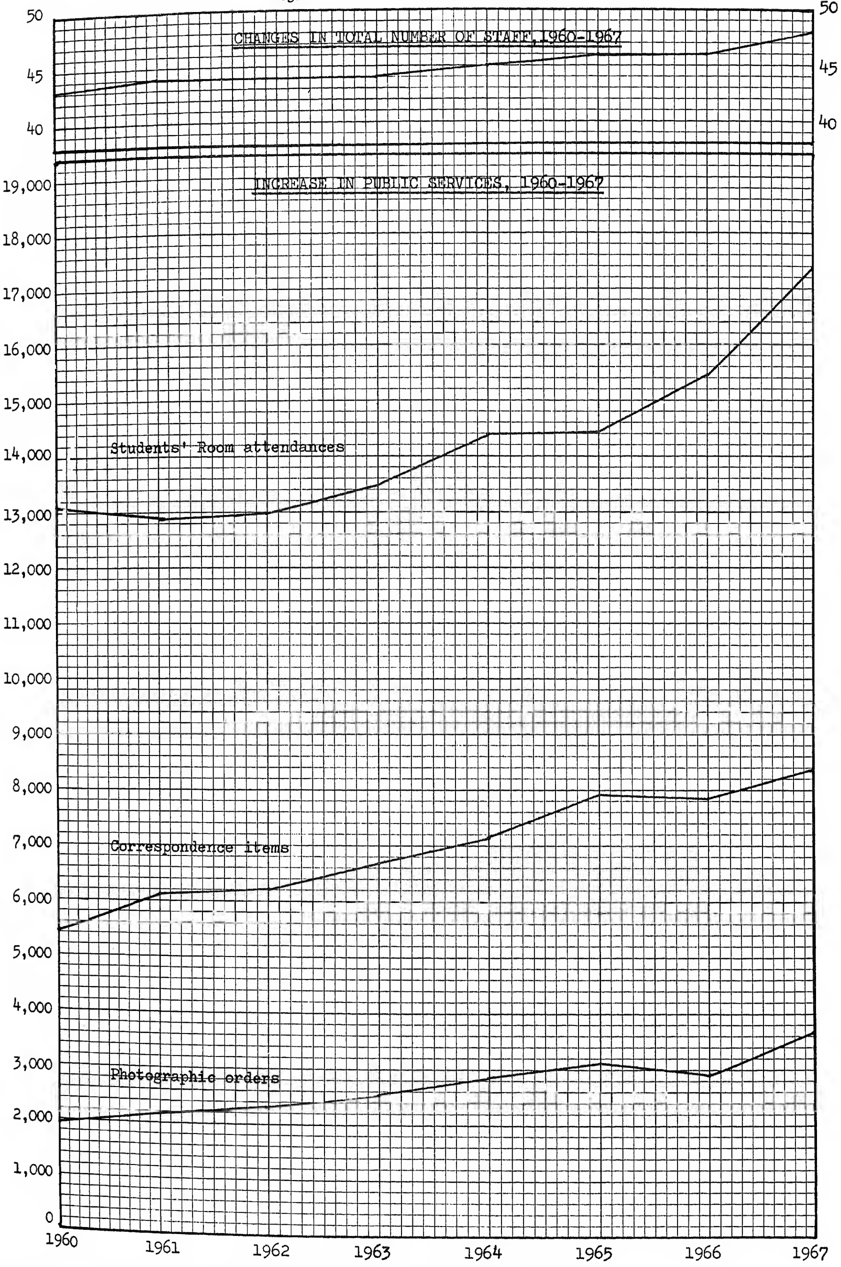
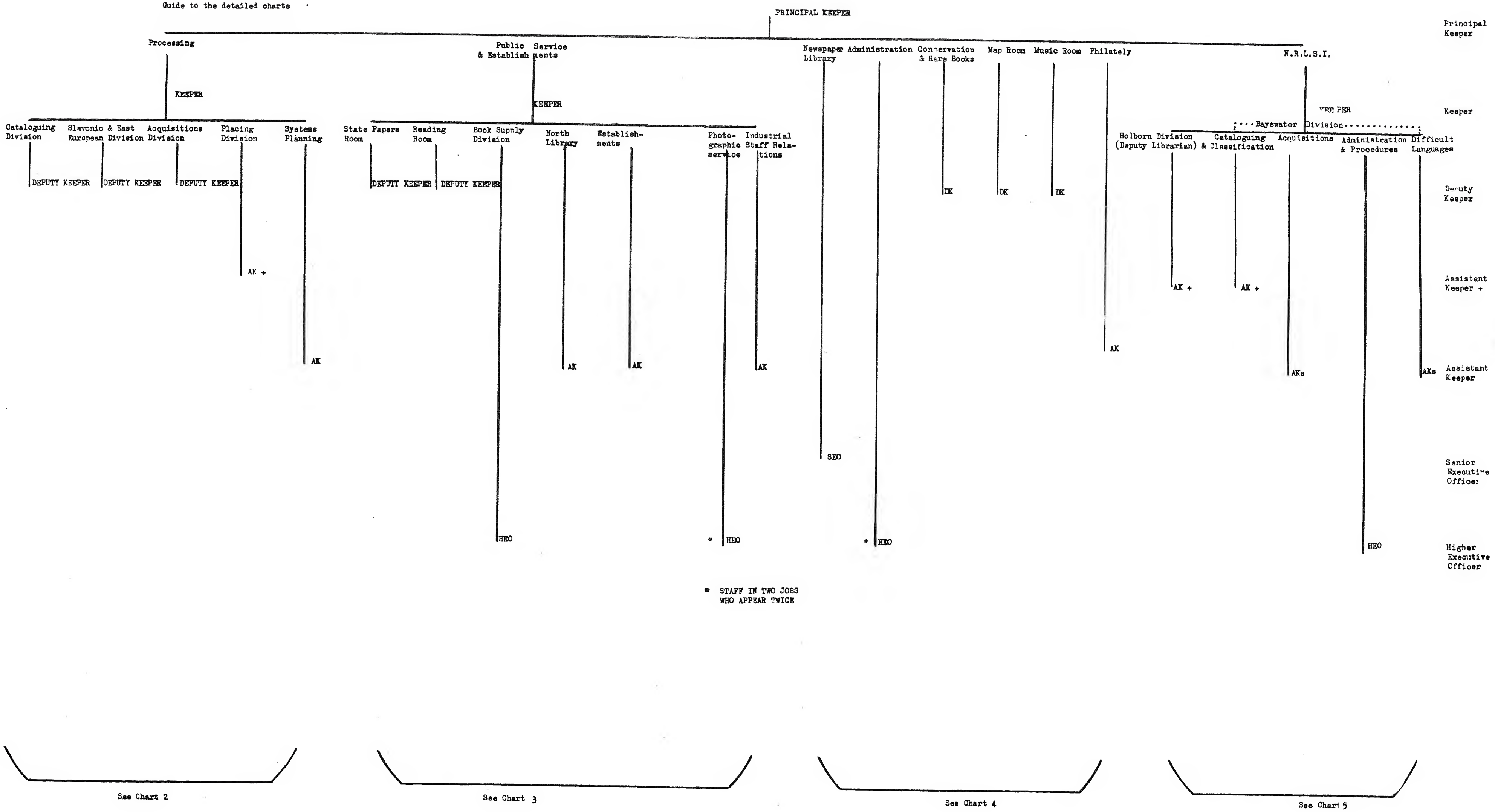


Figure 17. DEPARTMENT OF MANUSCRIPTS

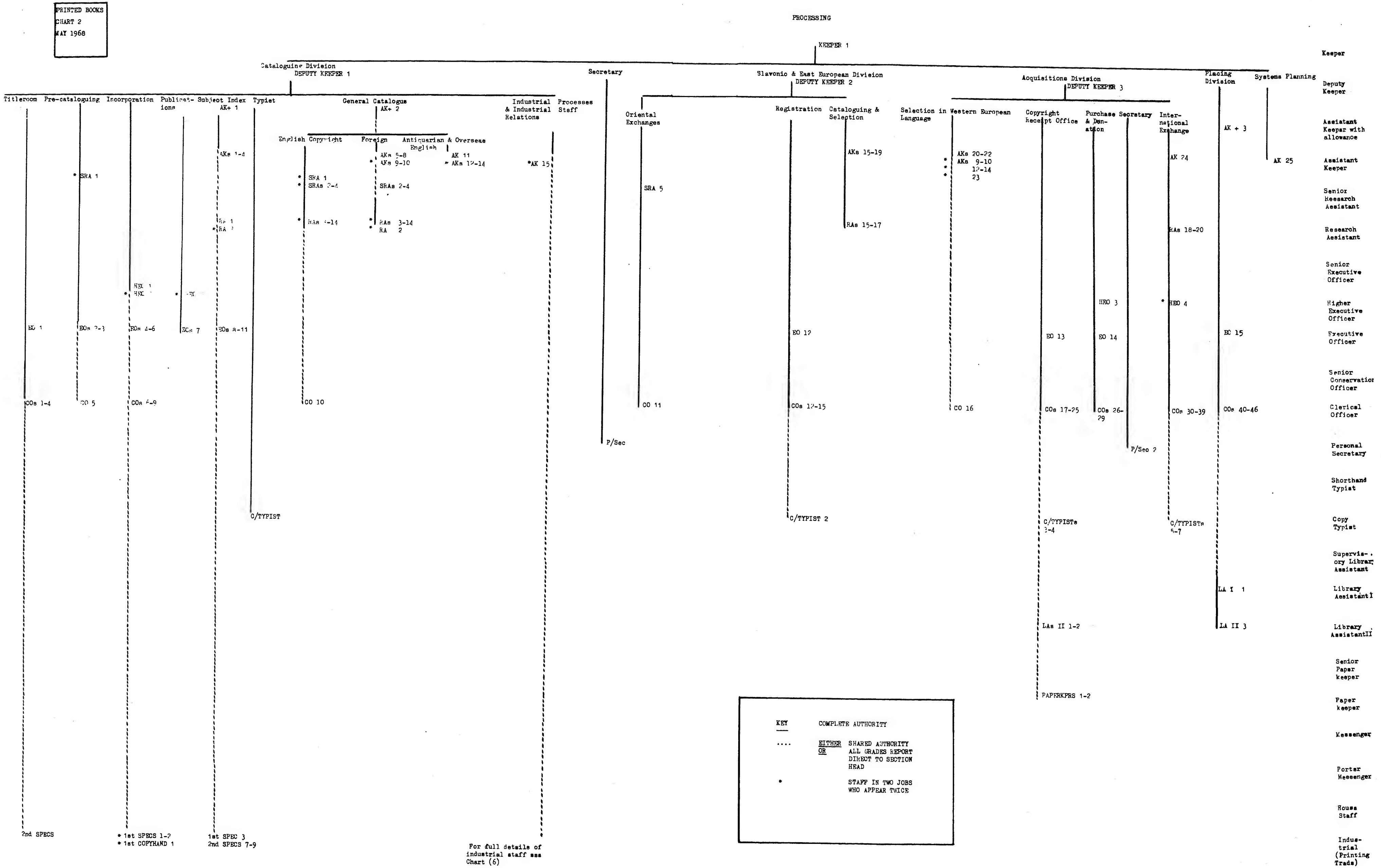


PRINTED BOOKS
CHART 1
MAY 1968

Guide to the detailed charts

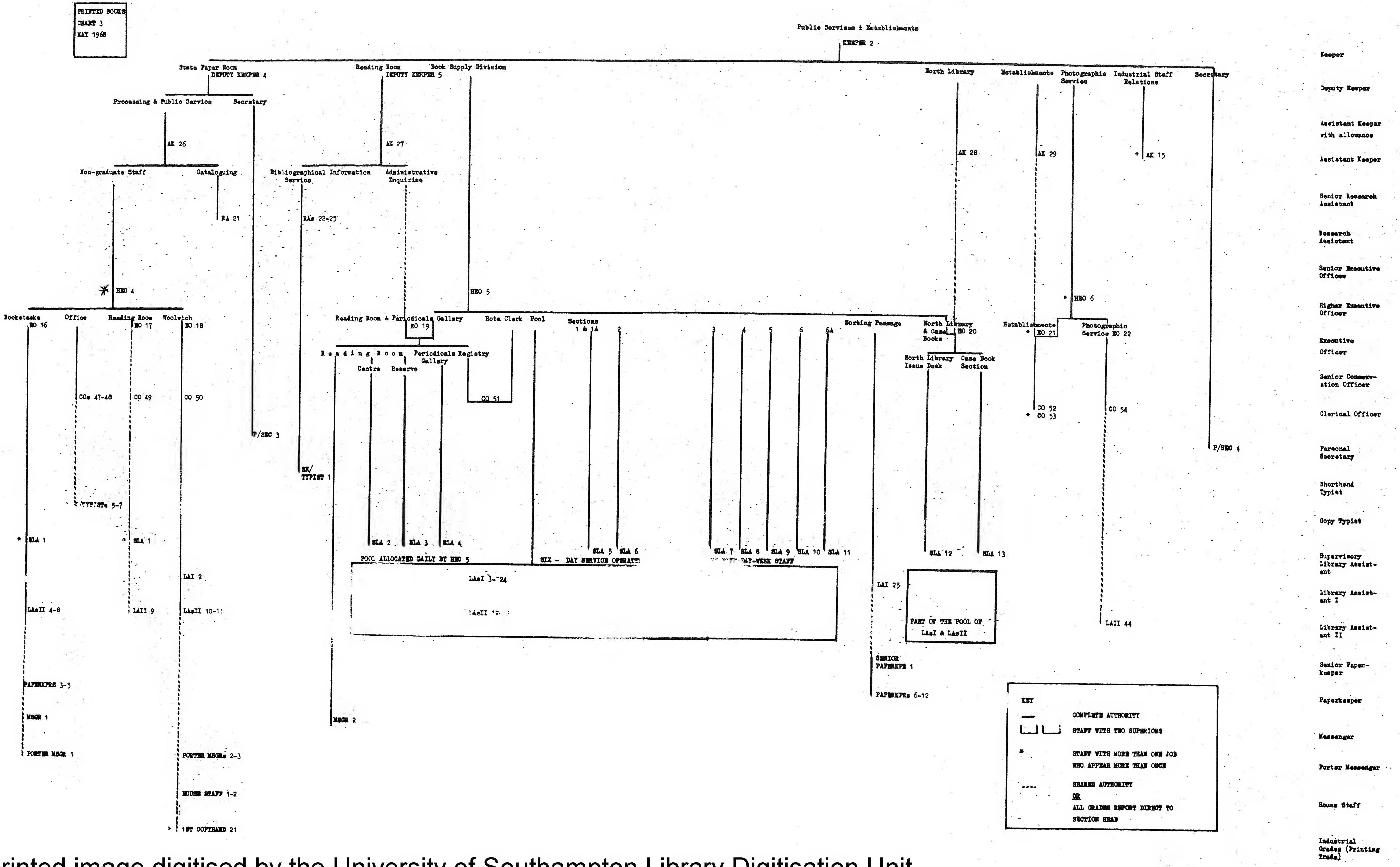


PRINTED BOOKS
CHART 2
MAY 1968

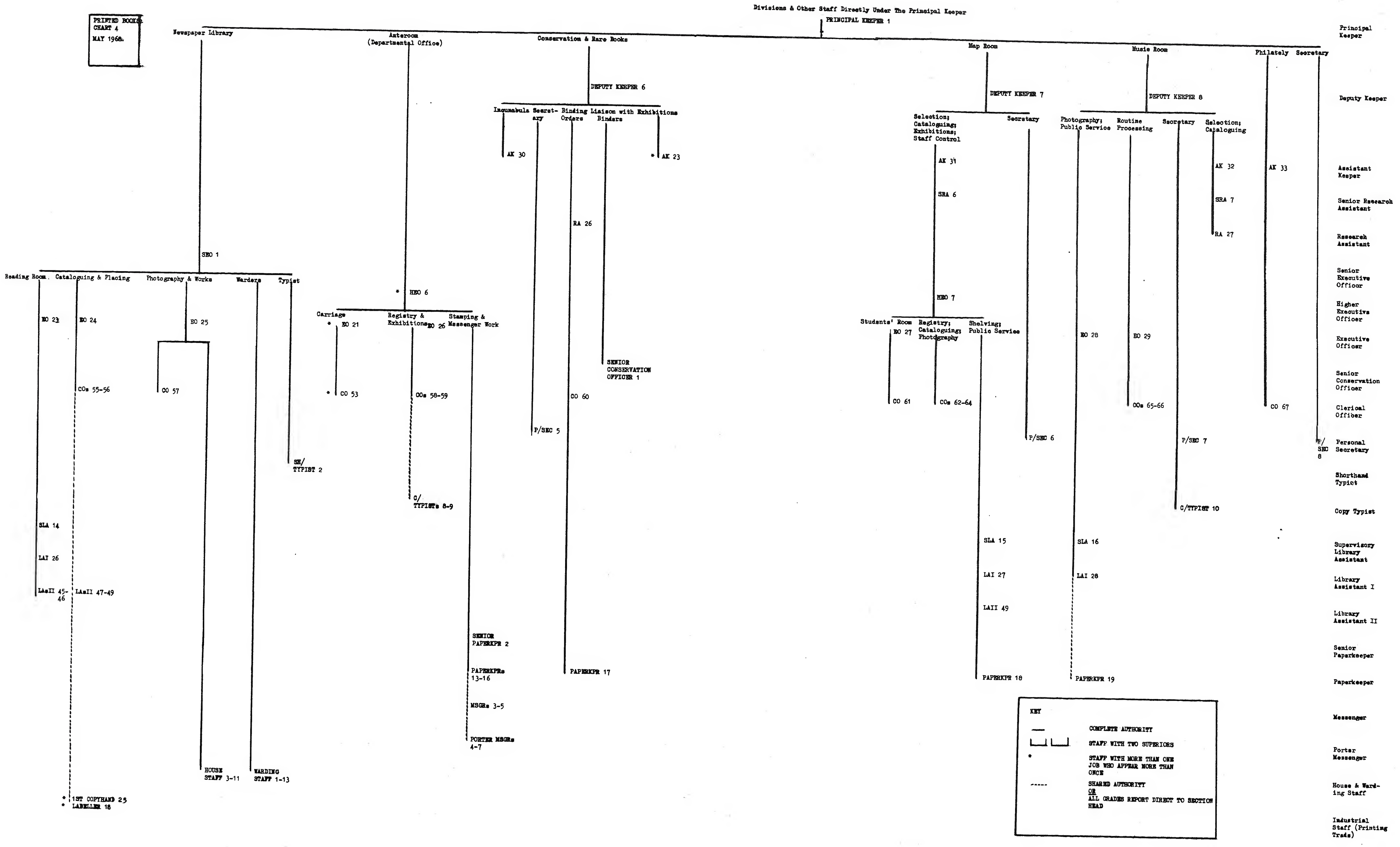


KEY		
—		COMPLETE AUTHORITY
....	EITHER OR	SHARED AUTHORITY ALL GRADES REPORT DIRECT TO SECTION HEAD
*		STAFF IN TWO JOBS WHO APPEAR TWICE

PRINTED BOOKS
CHART 3
MAY 1968

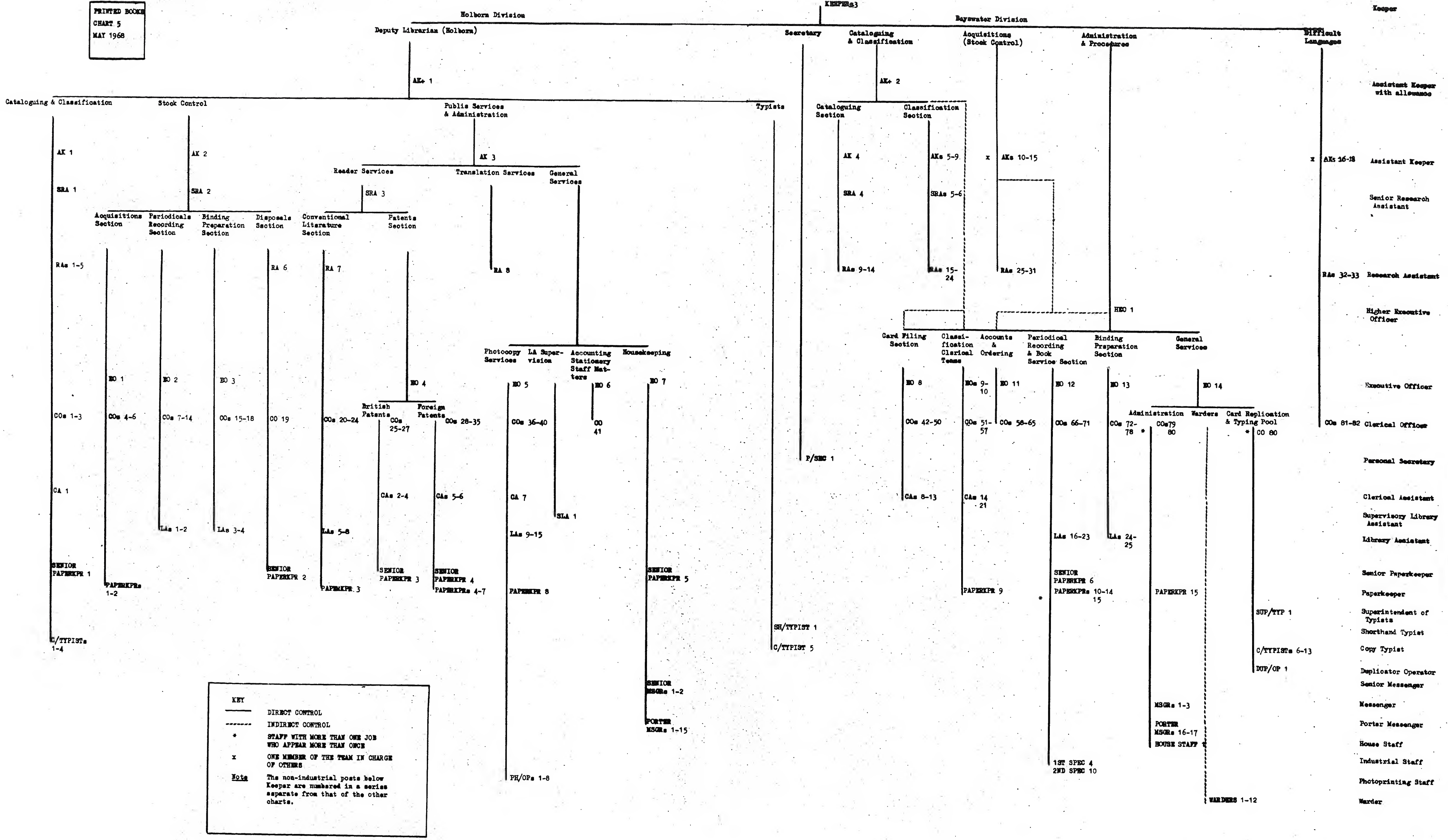


PRINTED BOOKS
CHART 4
MAY 1968.



National Reference Library of Science and Invention

PRINTED BOOKS
CHART 5
MAY 1968



KEY

——— DIRECT CONTROL

------- INDIRECT CONTROL

* STAFF WITH MORE THAN ONE JOB WHO APPEAR MORE THAN ONCE

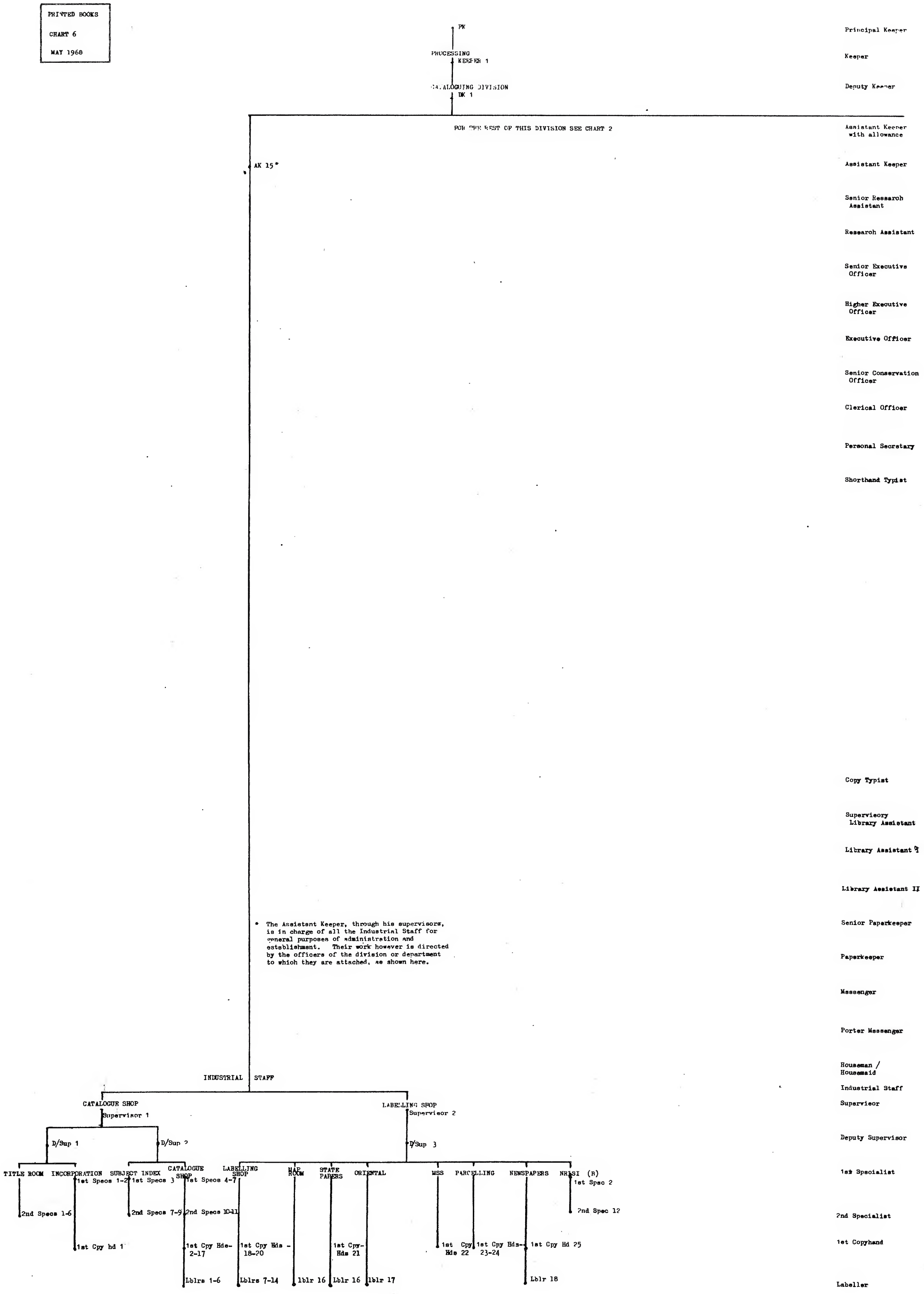
x ONE MEMBER OF THE TEAM IN CHARGE OF OTHERS

Note The non-industrial posts below Keeper are numbered in a series separate from that of the other charts.

PRINTED BOOKS

CHART 6

MAY 1968

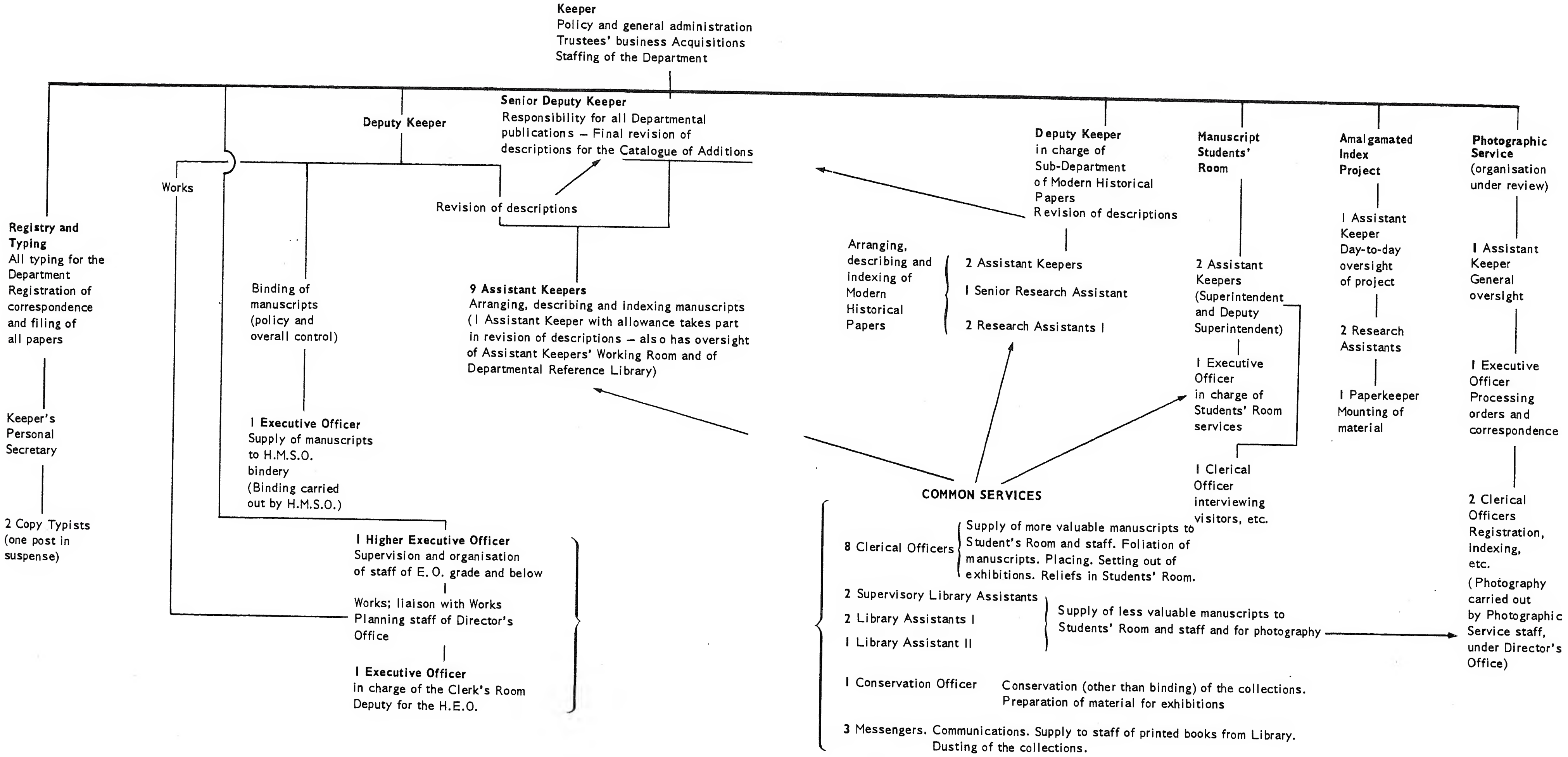


* The Assistant Keeper, through his supervisors, is in charge of all the Industrial Staff for general purposes of administration and establishment. Their work however is directed by the officers of the division or department to which they are attached, as shown here.

DEPARTMENT OF MANUSCRIPTS

Note: (i) Certain members of the staff perform more than one duty, and thus appear in more than one place in the chart

(ii) Correspondence with the public is shared out among members of the higher staff



Keeper
Policy and general administration
Trustees' business Acquisitions
Staffing of the Department

Registry and Typing
All typing for the Department
Registration of correspondence and filing of all papers

Keeper's Personal Secretary

2 Copy Typists (one post in suspense)

Works

Deputy Keeper

Binding of manuscripts (policy and overall control)

I **Executive Officer**
Supply of manuscripts to H.M.S.O. bindery
(Binding carried out by H.M.S.O.)

I **Higher Executive Officer**
Supervision and organisation of staff of E. O. grade and below

Works; liaison with Works Planning staff of Director's Office

I **Executive Officer**
in charge of the Clerk's Room
Deputy for the H.E.O.

Senior Deputy Keeper
Responsibility for all Departmental publications – Final revision of descriptions for the Catalogue of Additions

Revision of descriptions

9 Assistant Keepers
Arranging, describing and indexing manuscripts
(I Assistant Keeper with allowance takes part in revision of descriptions – also has oversight of Assistant Keepers' Working Room and of Departmental Reference Library)

Deputy Keeper
in charge of Sub-Department of Modern Historical Papers
Revision of descriptions

Arranging, describing and indexing of Modern Historical Papers
2 Assistant Keepers
I Senior Research Assistant
2 Research Assistants I

Manuscript Students' Room

2 Assistant Keepers (Superintendent and Deputy Superintendent)

I Executive Officer in charge of Students' Room services

I Clerical Officer interviewing visitors, etc.

Amalgamated Index Project

I Assistant Keeper
Day-to-day oversight of project

2 Research Assistants

I Paperkeeper
Mounting of material

Photographic Service
(organisation under review)

I Assistant Keeper
General oversight

I Executive Officer
Processing orders and correspondence

2 Clerical Officers
Registration, indexing, etc.

(Photography carried out by Photographic Service staff, under Director's Office)

COMMON SERVICES

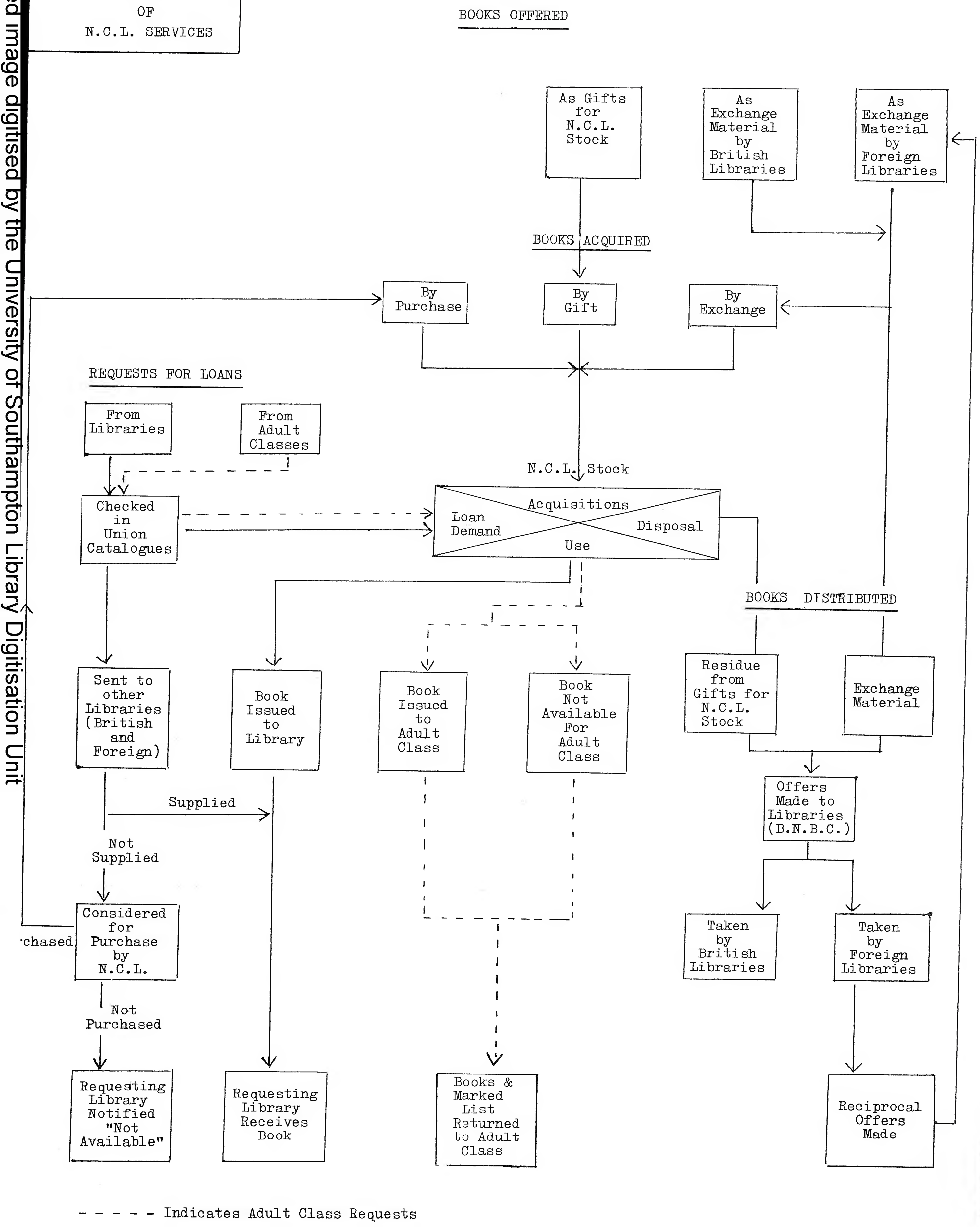
8 Clerical Officers — Supply of more valuable manuscripts to Student's Room and staff. Foliation of manuscripts. Placing. Setting out of exhibitions. Reliefs in Students' Room.

2 Supervisory Library Assistants
2 Library Assistants I
I Library Assistant II
— Supply of less valuable manuscripts to Students' Room and staff and for photography

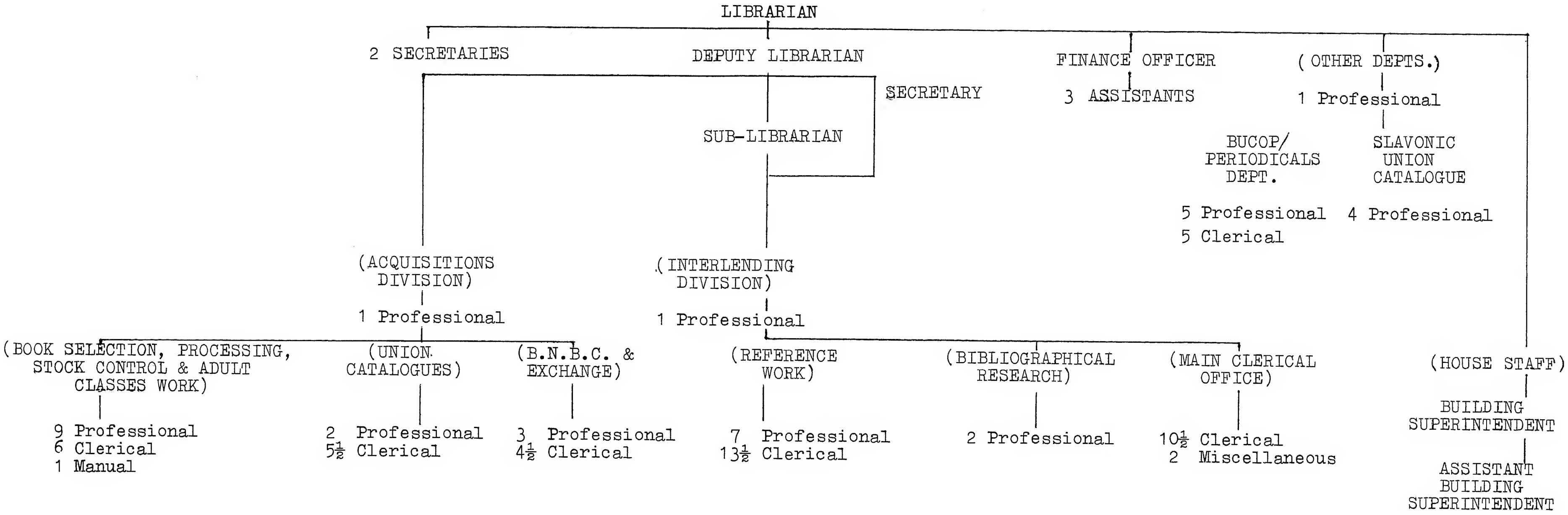
I Conservation Officer — Conservation (other than binding) of the collections. Preparation of material for exhibitions

3 Messengers. Communications. Supply to staff of printed books from Library. Dusting of the collections.

BLOCK DIAGRAM
OF
N.C.L. SERVICES

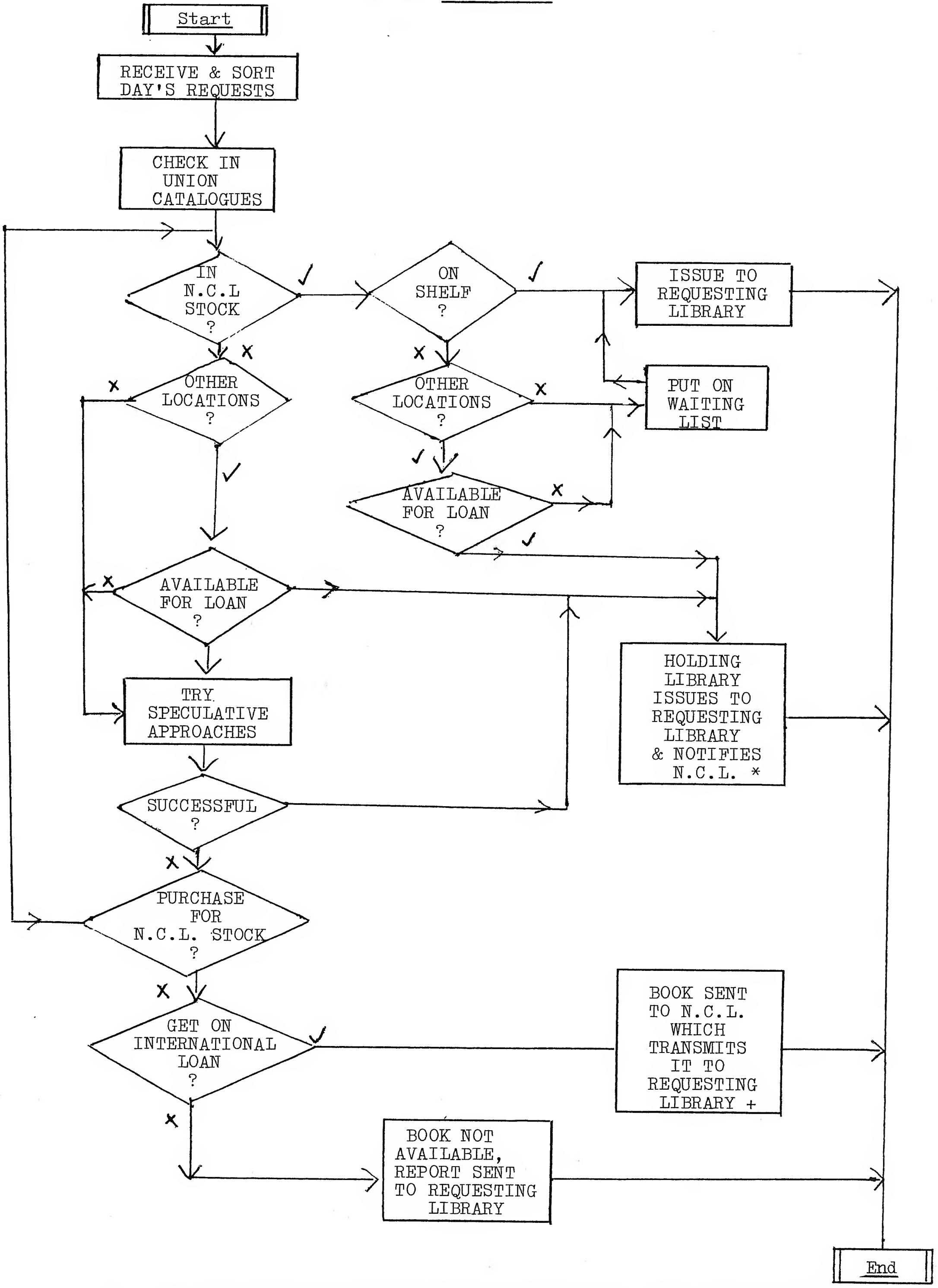

BOOKS OFFERED
As Gifts for N.C.L. Stock
As Exchange Material by British Libraries
As Exchange Material by Foreign Libraries
BOOKS ACQUIRED
By Purchase
By Gift
By Exchange
REQUESTS FOR LOANS
From Libraries
From Adult Classes
Checked in Union Catalogues
N.C.L. Stock
Acquisitions
Loan Demand
Disposal
Use
BOOKS DISTRIBUTED
Sent to other Libraries (British and Foreign)
Book Issued to Library
Book Issued to Adult Class
Book Not Available For Adult Class
Residue from Gifts for N.C.L. Stock
Exchange Material
Offers Made to Libraries (B.N.B.C.)
Supplied
Not Supplied
Considered for Purchase by N.C.L.
chased
Taken by British Libraries
Taken by Foreign Libraries
Not Purchased
Requesting Library Notified "Not Available"
Requesting Library Receives Book
Books & Marked List Returned to Adult Class
Reciprocal Offers Made
- - - - - Indicates Adult Class Requests

STAFF ORGANIZATION 1967/68



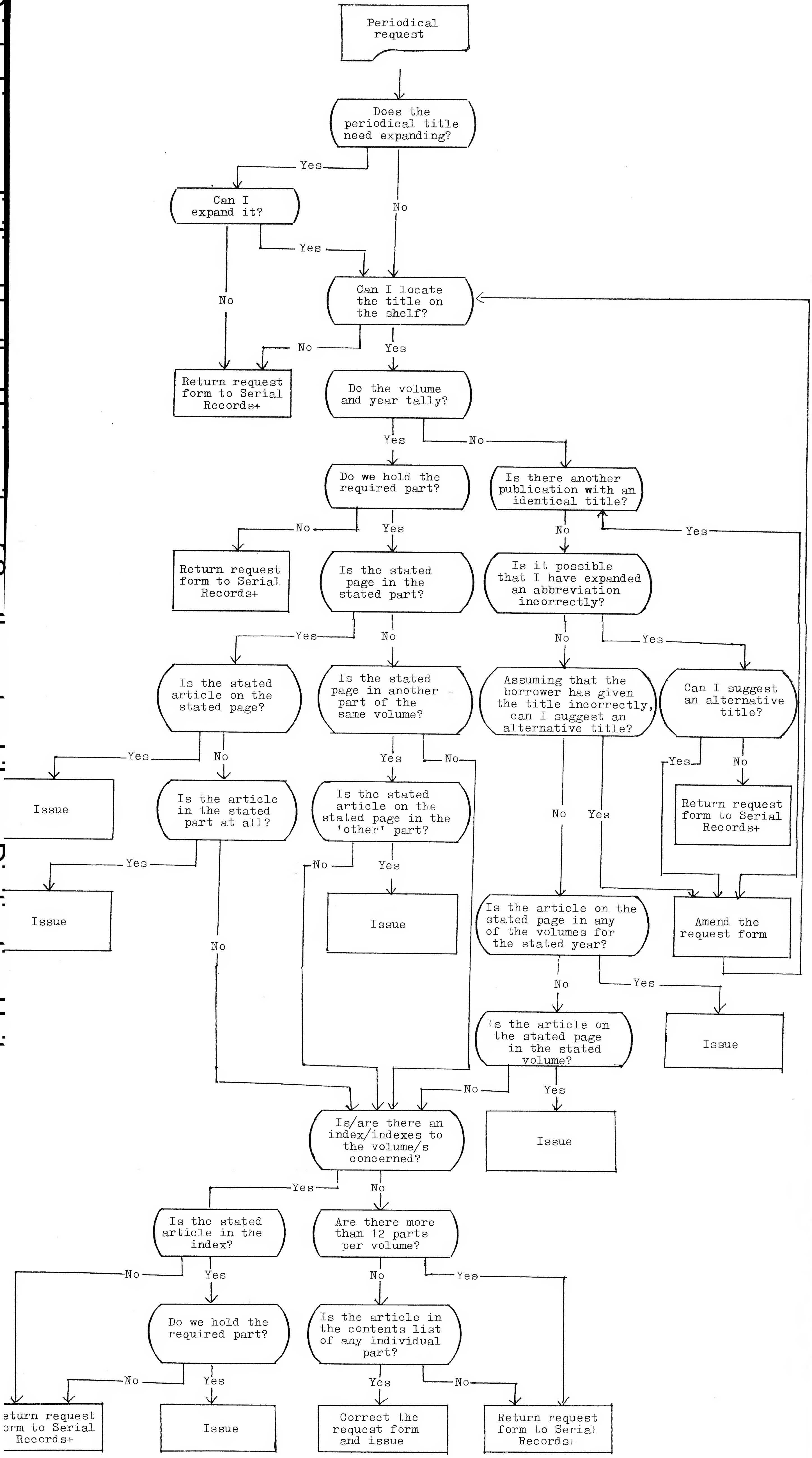
INTERLENDING WORK

FLOW CHART


Start
RECEIVE & SORT DAY'S REQUESTS
CHECK IN UNION CATALOGUES
IN N.C.L STOCK ?
✓
ON SHELF ?
✓
ISSUE TO REQUESTING LIBRARY
X
OTHER LOCATIONS ?
X
PUT ON WAITING LIST
✓
AVAILABLE FOR LOAN ?
X
✓
X
X
OTHER LOCATIONS ?
✓
AVAILABLE FOR LOAN ?
X
HOLDING LIBRARY ISSUES TO REQUESTING LIBRARY & NOTIFIES N.C.L. *
TRY SPECULATIVE APPROACHES
SUCCESSFUL ?
X
PURCHASE FOR N.C.L. STOCK ?
X
GET ON INTERNATIONAL LOAN ?
✓
BOOK SENT TO N.C.L. WHICH TRANSMITS IT TO REQUESTING LIBRARY +
X
BOOK NOT AVAILABLE, REPORT SENT TO REQUESTING LIBRARY
End

* In some cases, the book comes to the N.C.L., which then issues it to the requesting library.

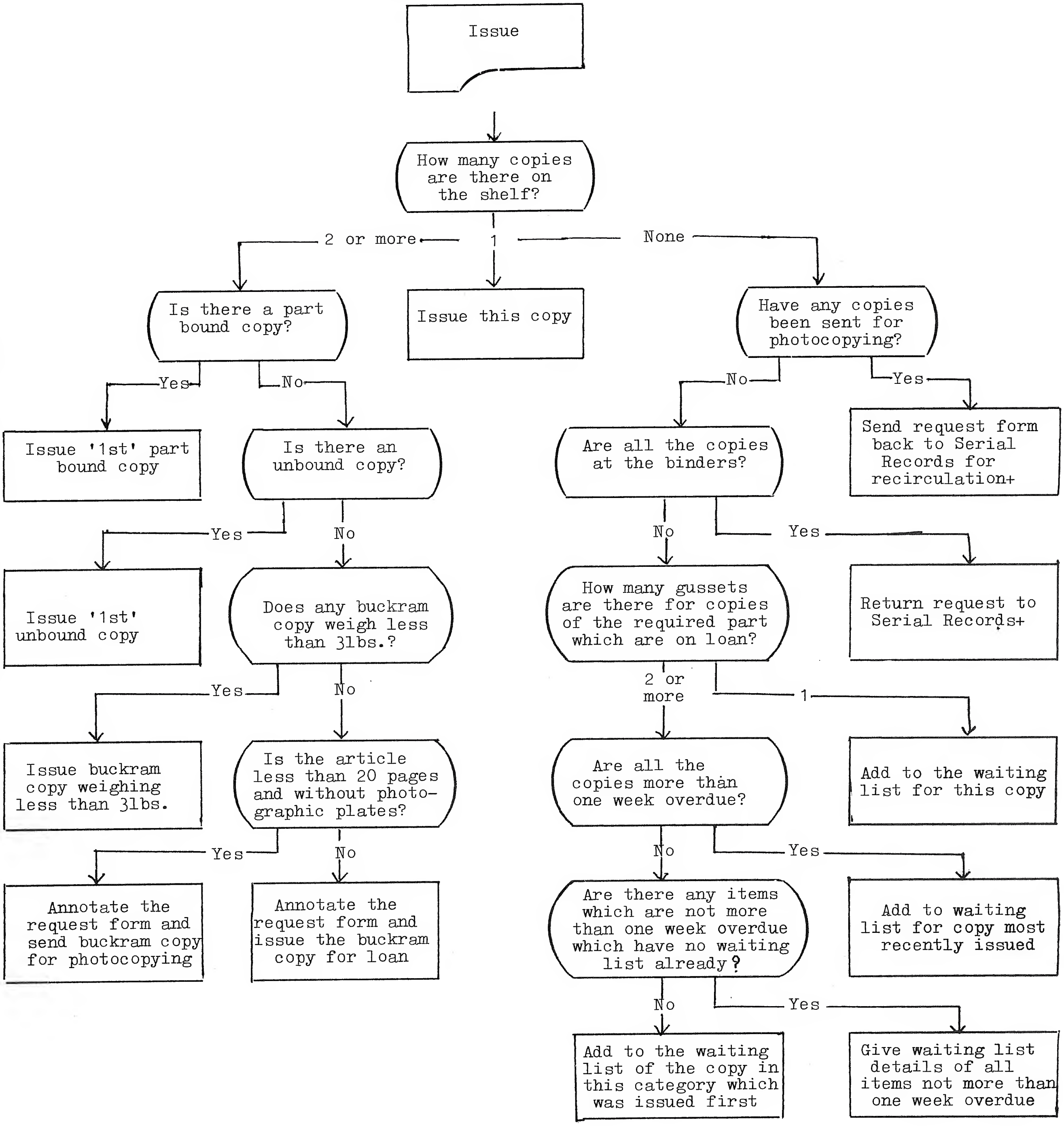
+ In some cases, the book is sent direct to the requesting library.


Periodical request
Does the periodical title need expanding?
Yes
No
Can I expand it?
Yes
No
Can I locate the title on the shelf?
No
Yes
Return request form to Serial Records+
Do the volume and year tally?
Yes
No
Do we hold the required part?
Is there another publication with an identical title?
No
Yes
Yes
No
Return request form to Serial Records+
Is the stated page in the stated part?
Is it possible that I have expanded an abbreviation incorrectly?
Yes
No
No
Yes
Is the stated article on the stated page?
Is the stated page in another part of the same volume?
Assuming that the borrower has given the title incorrectly, can I suggest an alternative title?
Can I suggest an alternative title?
Yes
No
Yes
No
Yes
No
Issue
Is the article in the stated part at all?
Is the stated article on the stated page in the 'other' part?
No
Yes
Return request form to Serial Records+
Yes
No
Yes
Issue
Issue
Is the article on the stated page in any of the volumes for the stated year?
Amend the request form
No
No
Yes
Is the article on the stated page in the stated volume?
Issue
No
Yes
Is/are there an index/indexes to the volume/s concerned?
Issue
Yes
No
Is the stated article in the index?
Are there more than 12 parts per volume?
No
Yes
No
Yes
Do we hold the required part?
Is the article in the contents list of any individual part?
No
Yes
Yes
No
eturn request
orm to Serial
Records+
Issue
Correct the request form and issue
Return request form to Serial Records+

+ The reason why we are unable to supply the item should be clearly and precisely stated on all forms returned to Serial Records.

For procedure for dealing with items not found, see charts 3-7.

Chart 2: Procedure for dealing with periodical requests in the stores - issuing items required


Issue
How many copies are there on the shelf?
2 or more
1
None
Is there a part bound copy?
Issue this copy
Have any copies been sent for photocopying?
Yes
No
Issue '1st' part bound copy
Is there an unbound copy?
No
Yes
Are all the copies at the binders?
Send request form back to Serial Records for recirculation+
Yes
No
Issue '1st' unbound copy
Does any buckram copy weigh less than 3lbs.?
No
Yes
How many gussets are there for copies of the required part which are on loan?
Return request to Serial Records+
Yes
No
Issue buckram copy weighing less than 3lbs.
Is the article less than 20 pages and without photographic plates?
2 or more
1
Are all the copies more than one week overdue?
Add to the waiting list for this copy
Yes
No
Annotate the request form and send buckram copy for photocopying
Annotate the request form and issue the buckram copy for loan
No
Yes
Are there any items which are not more than one week overdue which have no waiting list already?
Add to waiting list for copy most recently issued
No
Yes
Add to the waiting list of the copy in this category which was issued first
Give waiting list details of all items not more than one week overdue

+ The reason why we are unable to supply the item should be clearly and precisely stated on all forms returned to Serial Records.

Chart 3: Procedure for dealing with requests for report literature

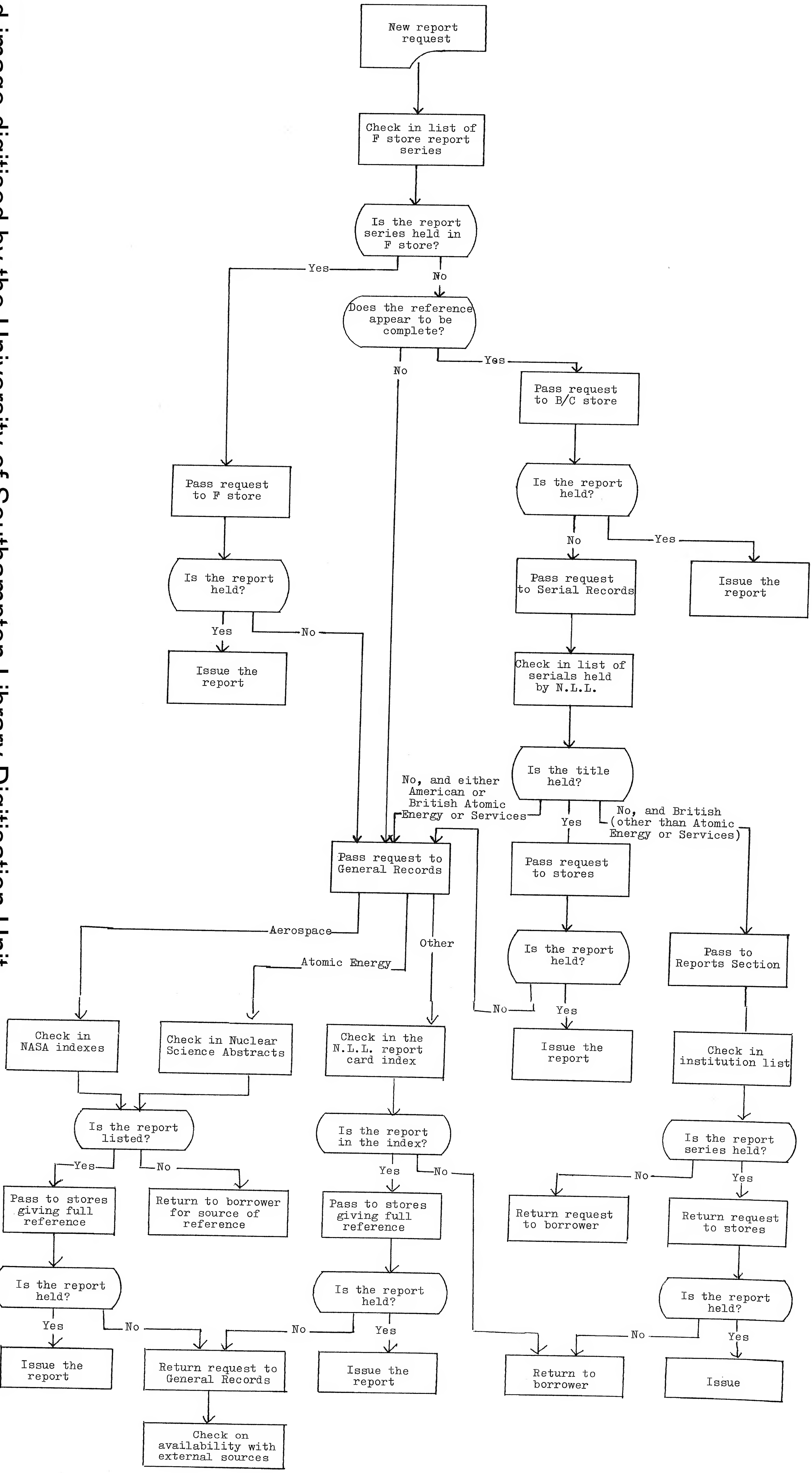

New report request
Check in list of F store report series
Is the report series held in F store?
Yes
No
Does the reference appear to be complete?
No
Yes
Pass request to B/C store
Pass request to F store
Is the report held?
No
Yes
Issue the report
Is the report held?
Yes
No
Issue the report
Pass request to Serial Records
Check in list of serials held by N.L.L.
Is the title held?
No, and either American or British Atomic Energy or Services
Yes
No, and British (other than Atomic Energy or Services)
Pass request to General Records
Pass request to stores
Aerospace
Atomic Energy
Other
Is the report held?
Pass to Reports Section
No
Yes
Check in NASA indexes
Check in Nuclear Science Abstracts
Check in the N.L.L. report card index
Issue the report
Check in institution list
Is the report listed?
Is the report in the index?
Is the report series held?
Yes
No
Yes
No
No
Yes
Pass to stores giving full reference
Return to borrower for source of reference
Pass to stores giving full reference
Return request to borrower
Return request to stores
Is the report held?
Is the report held?
Is the report held?
Yes
No
No
Yes
No
Yes
Issue the report
Return request to General Records
Issue the report
Return to borrower
Issue
Check on availability with external sources

Chart 4: Procedure for dealing with requests for Russian periodical literature in original and in translation

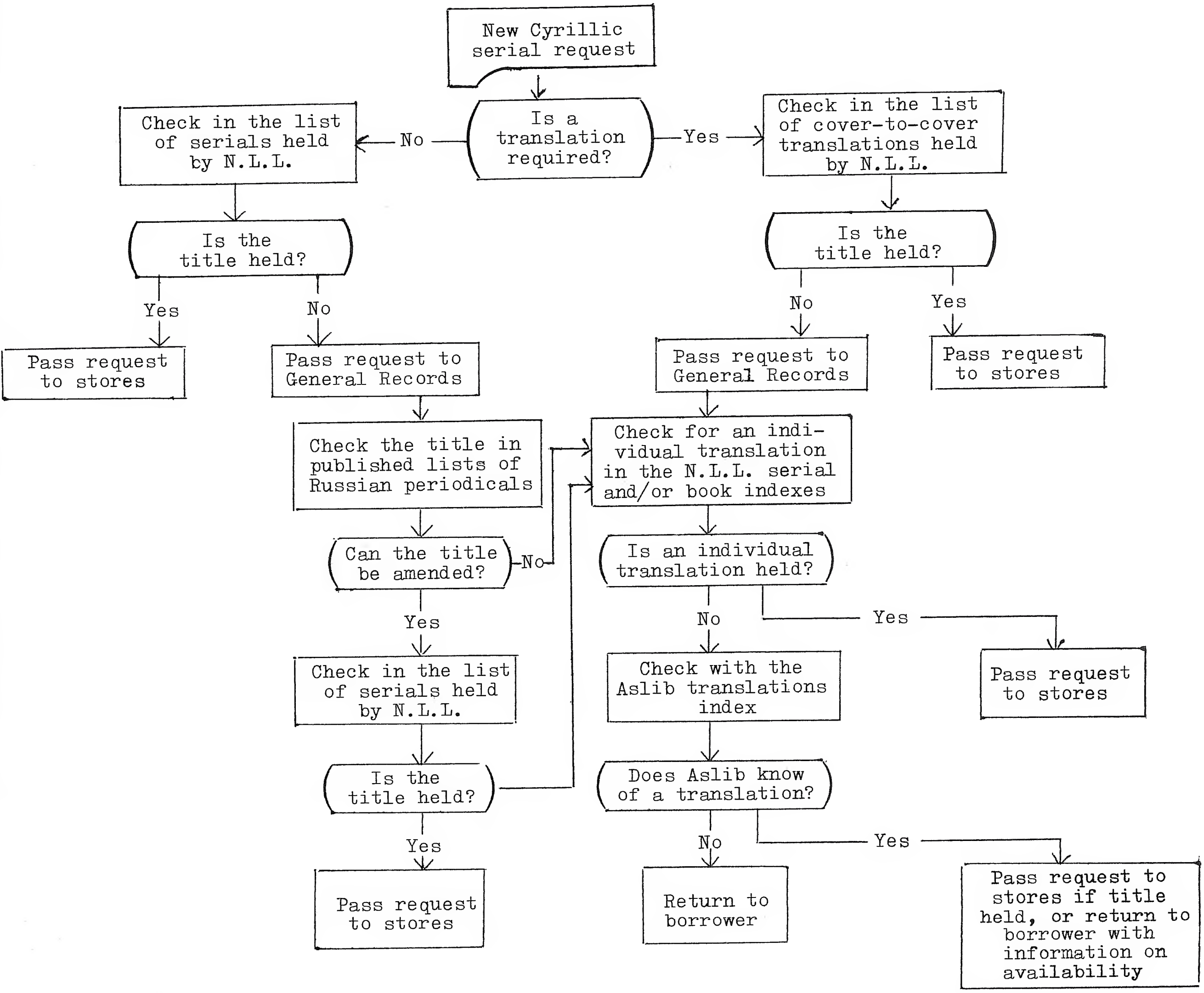

New Cyrillic serial request
Is a translation required?
No
Yes
Check in the list of serials held by N.L.L.
Check in the list of cover-to-cover translations held by N.L.L.
Is the title held?
Is the title held?
Yes
No
No
Yes
Pass request to stores
Pass request to General Records
Pass request to General Records
Pass request to stores
Check the title in published lists of Russian periodicals
Check for an individual translation in the N.L.L. serial and/or book indexes
Can the title be amended?
No
Is an individual translation held?
Yes
No
Yes
Check in the list of serials held by N.L.L.
Check with the Aslib translations index
Pass request to stores
Is the title held?
Does Aslib know of a translation?
Yes
No
Yes
Pass request to stores
Return to borrower
Pass request to stores if title held, or return to borrower with information on availability

Chart 5: Procedure for dealing with requests for conference proceedings

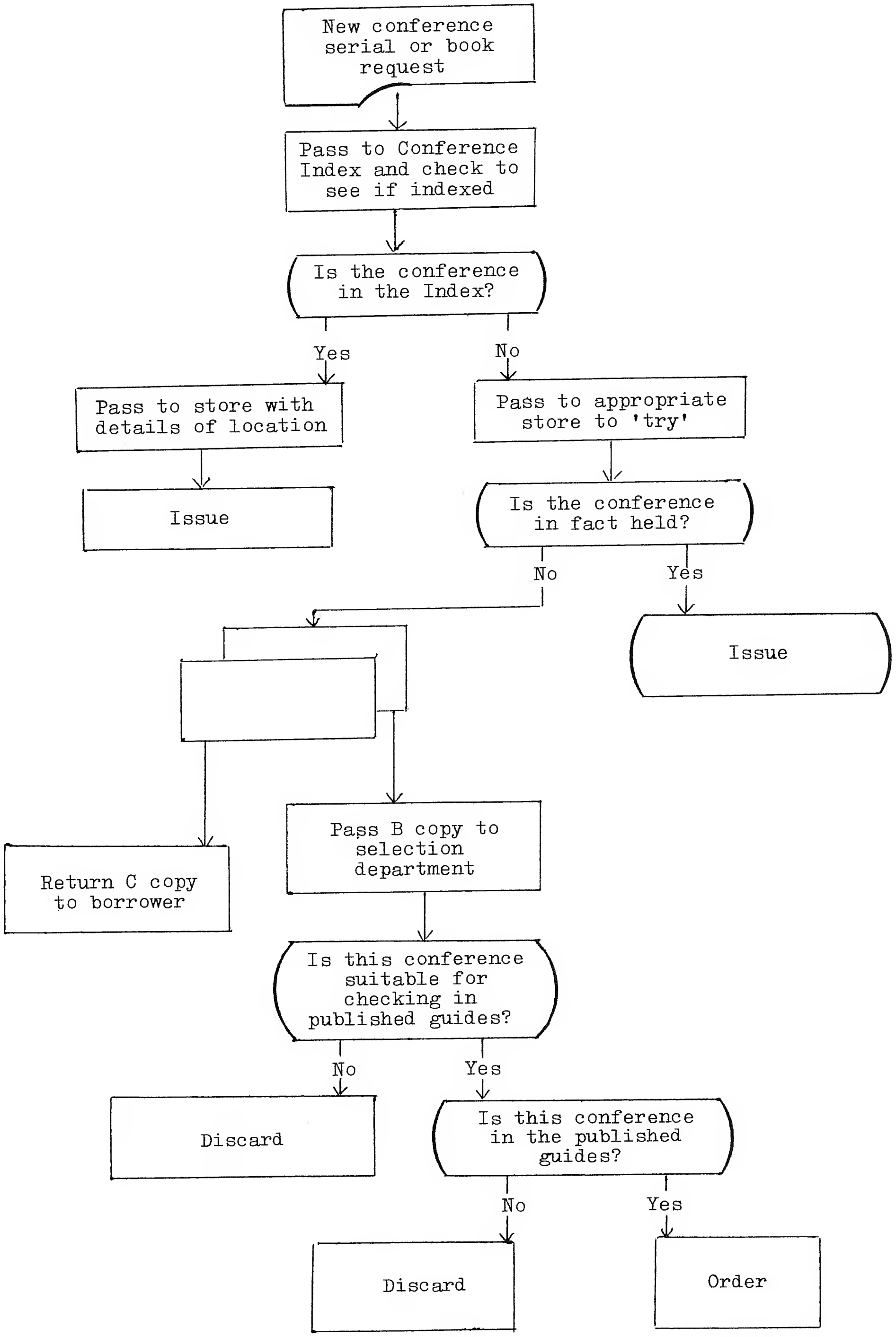

New conference serial or book request
Pass to Conference Index and check to see if indexed
Is the conference in the Index?
Yes
No
Pass to store with details of location
Issue
Pass to appropriate store to 'try'
Is the conference in fact held?
No
Yes
Issue
Pass B copy to selection department
Return C copy to borrower
Is this conference suitable for checking in published guides?
No
Yes
Discard
Is this conference in the published guides?
No
Yes
Discard
Order

Chart 6: Procedure for dealing with requests for Japanese periodicals and books not immediately located in the stores

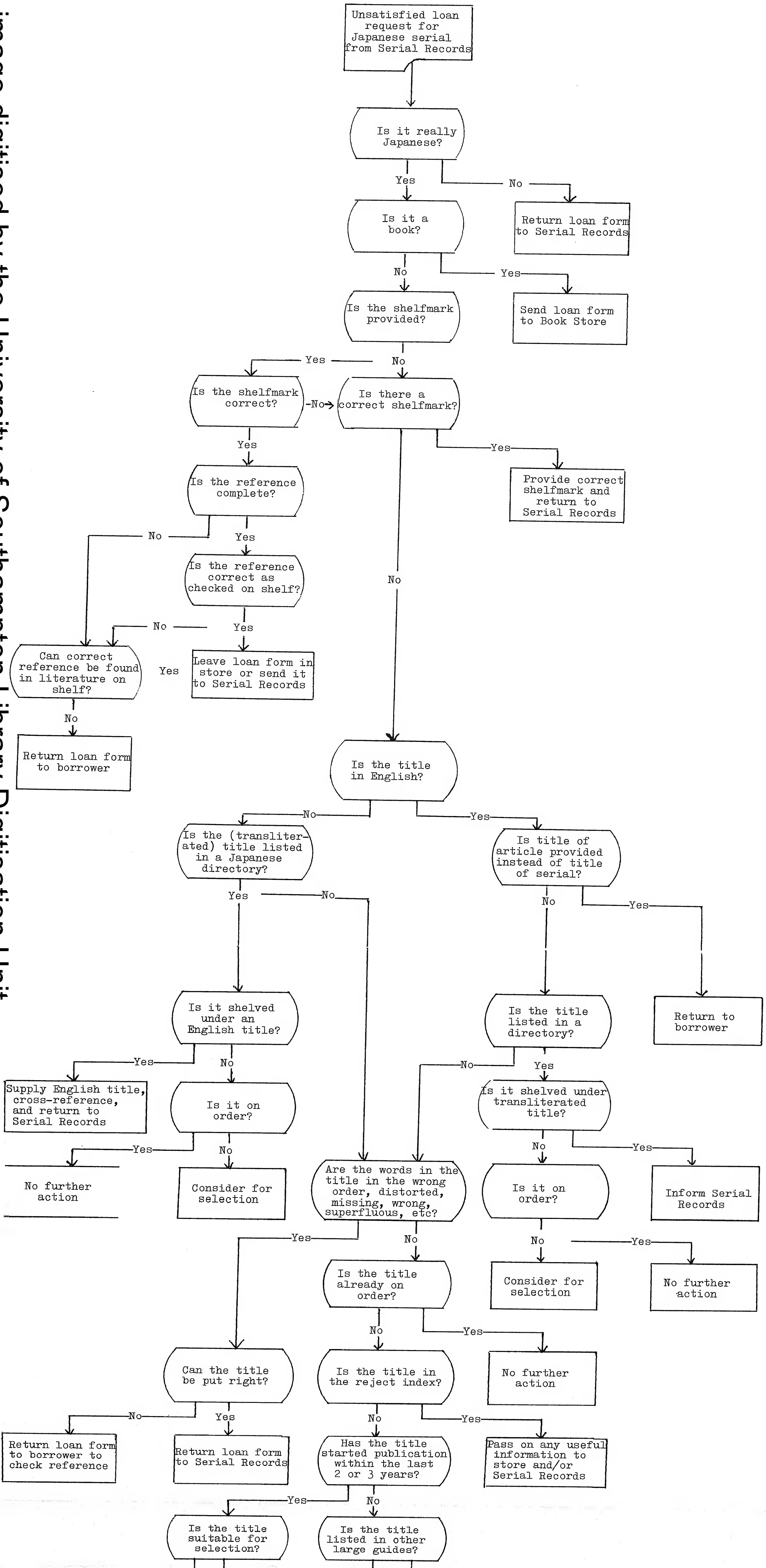

Unsatisfied loan request for Japanese serial from Serial Records
Is it really Japanese?
Yes
No
Return loan form to Serial Records
Is it a book?
No
Yes
Send loan form to Book Store
Is the shelfmark provided?
Yes
No
Is the shelfmark correct?
-No→
Is there a correct shelfmark?
Yes
Provide correct shelfmark and return to Serial Records
Yes
Is the reference complete?
No
Yes
Is the reference correct as checked on shelf?
No
Yes
Can correct reference be found in literature on shelf?
Yes
Leave loan form in store or send it to Serial Records
No
Return loan form to borrower
No
Is the title in English?
No
Yes
Is the (transliterated) title listed in a Japanese directory?
Is title of article provided instead of title of serial?
Yes
No
No
Yes
Return to borrower
Is it shelved under an English title?
Is the title listed in a directory?
Yes
No
No
Yes
Supply English title, cross-reference, and return to Serial Records
Is it on order?
Is it shelved under transliterated title?
Yes
No
No
Yes
No further action
Consider for selection
Are the words in the title in the wrong order, distorted, missing, wrong, superfluous, etc?
Is it on order?
Inform Serial Records
Yes
No
No
Yes
Is the title already on order?
Consider for selection
No further action
No
Yes
Can the title be put right?
Is the title in the reject index?
No further action
No
Yes
No
Yes
Return loan form to borrower to check reference
Return loan form to Serial Records
Has the title started publication within the last 2 or 3 years?
Pass on any useful information to store and/or Serial Records
Yes
No
Is the title suitable for selection?
Is the title listed in other large guides?

Chart 7: Procedure for dealing with requests for periodical literature not immediately located in the stores and not covered by charts 3, 4, 5 or 6

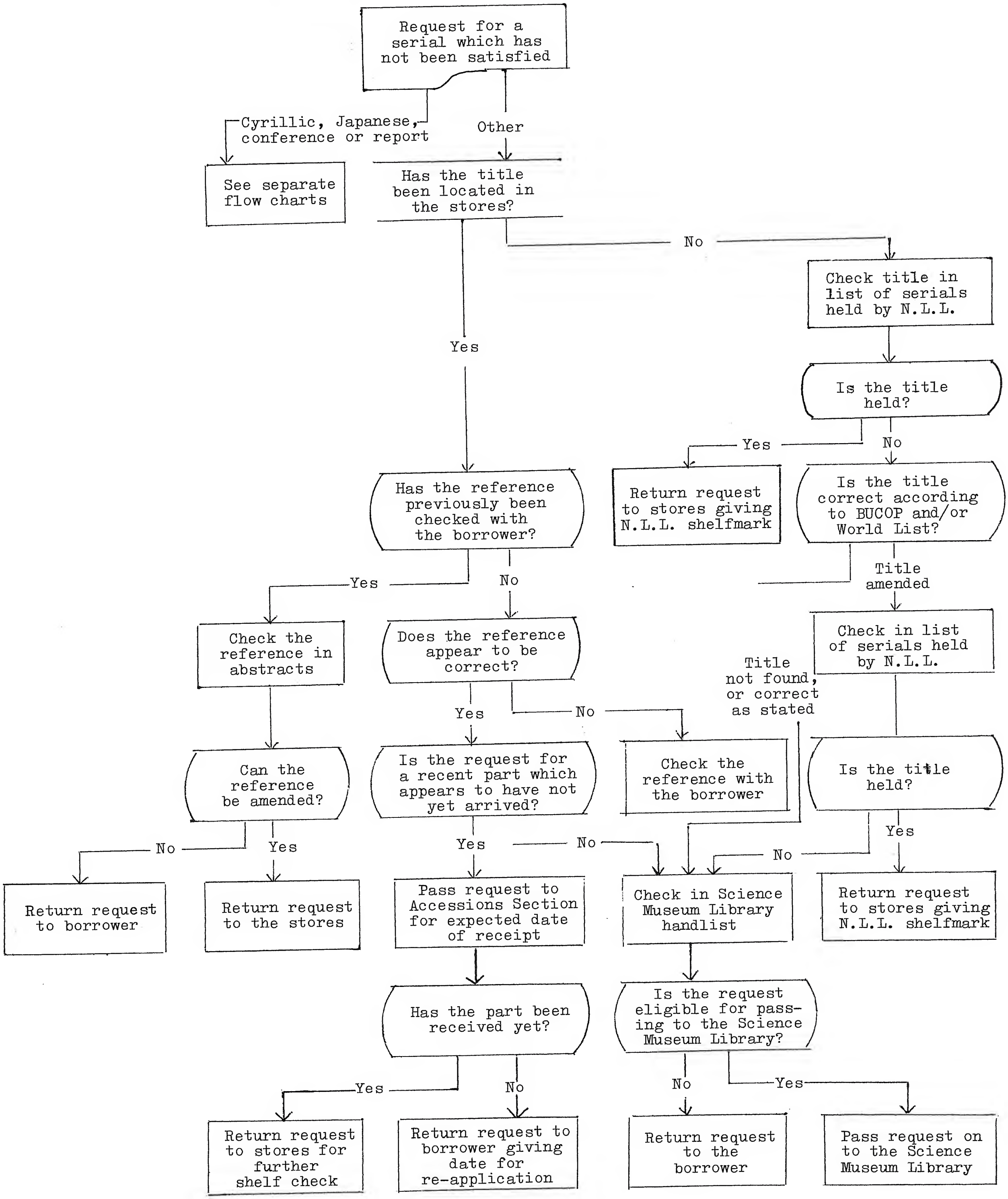
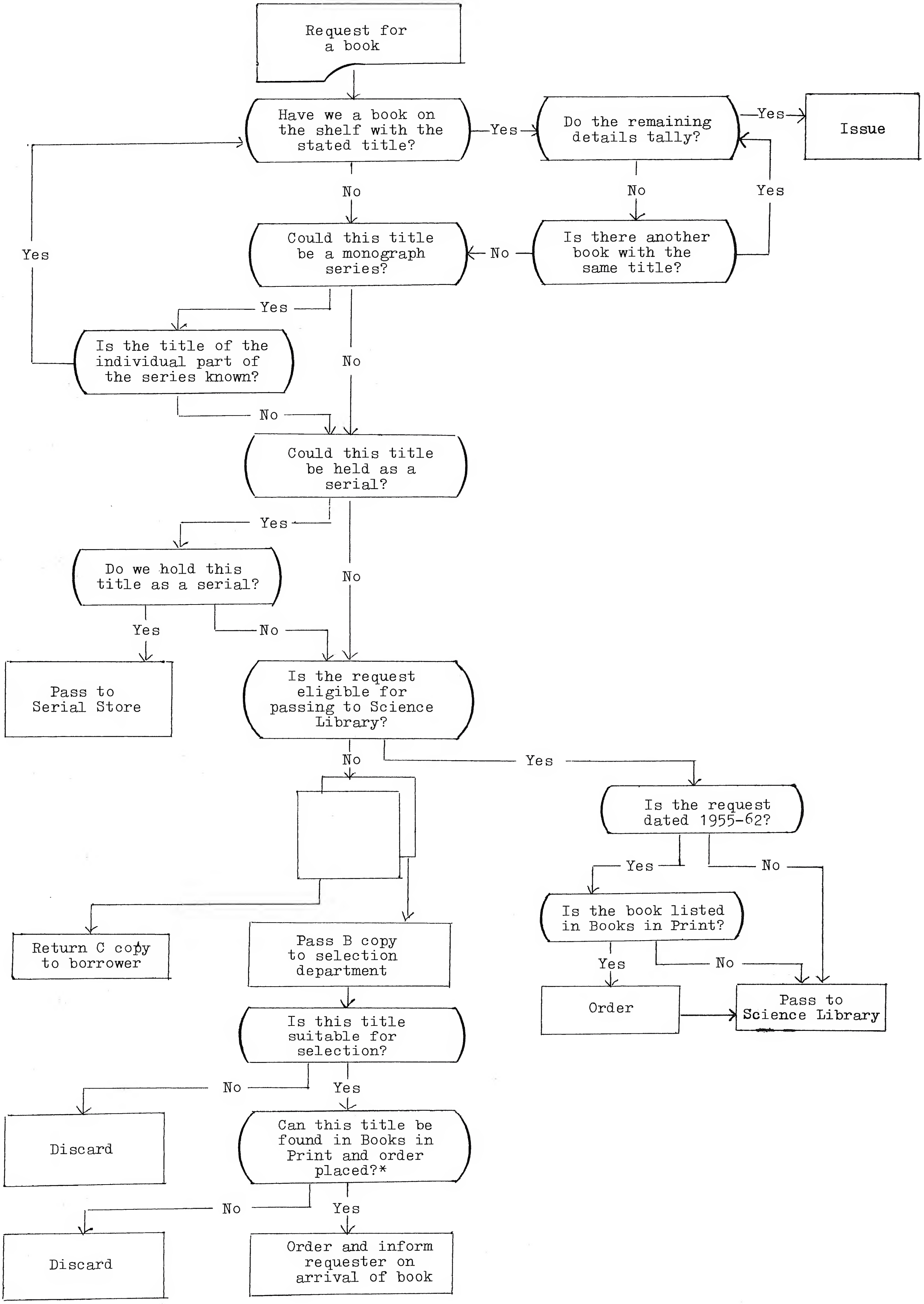
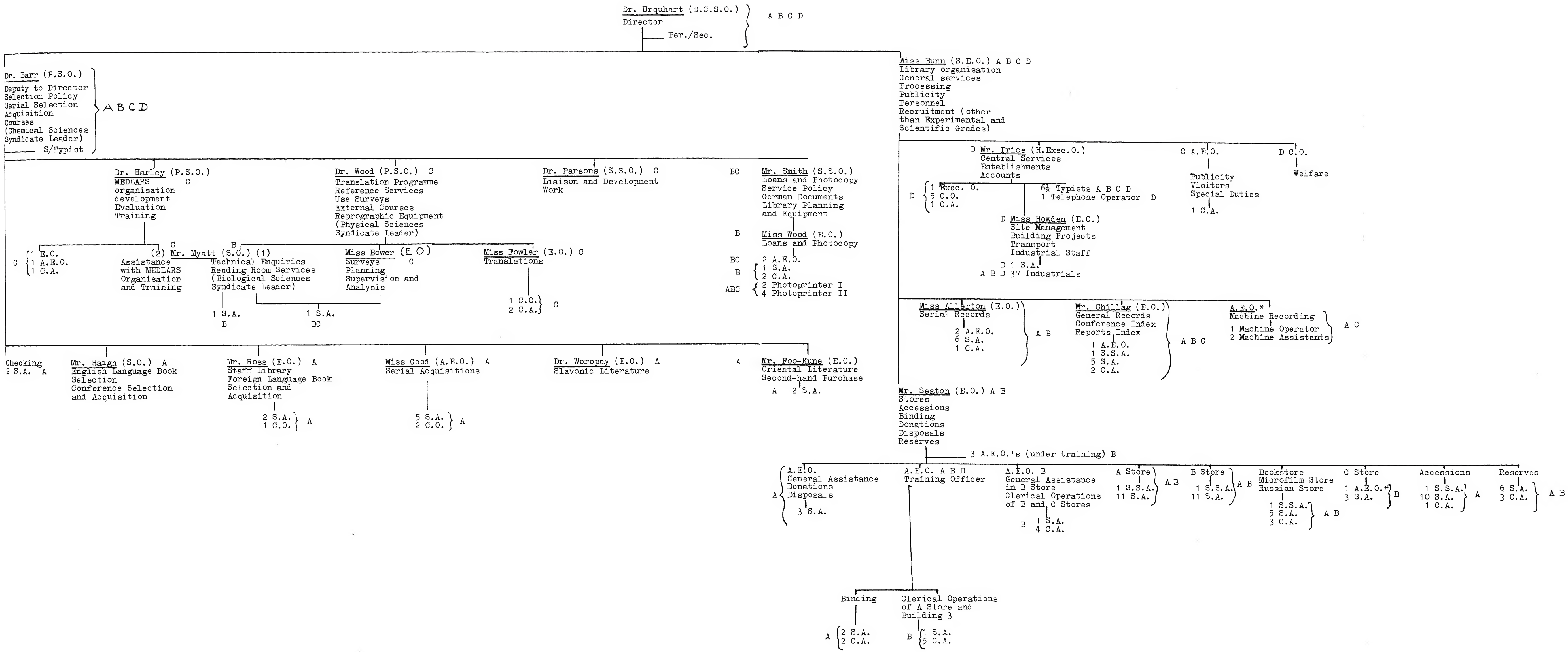

Request for a serial which has not been satisfied
Cyrillic, Japanese, conference or report
Other
See separate flow charts
Has the title been located in the stores?
No
Yes
Check title in list of serials held by N.L.L.
Is the title held?
Yes
No
Return request to stores giving N.L.L. shelfmark
Is the title correct according to BUCOP and/or World List?
Title amended
Check in list of serials held by N.L.L.
Title not found, or correct as stated
Is the title held?
Yes
No
Return request to stores giving N.L.L. shelfmark
Has the reference previously been checked with the borrower?
Yes
No
Check the reference in abstracts
Does the reference appear to be correct?
Yes
No
Check the reference with the borrower
Can the reference be amended?
No
Yes
Return request to borrower
Return request to the stores
Is the request for a recent part which appears to have not yet arrived?
Yes
No
Pass request to Accessions Section for expected date of receipt
Check in Science Museum Library handlist
Has the part been received yet?
Yes
No
Return request to stores for further shelf check
Return request to borrower giving date for re-application
Is the request eligible for passing to the Science Museum Library?
No
Yes
Return request to the borrower
Pass request on to the Science Museum Library

Chart 8: Procedure for dealing with requests for non-Russian books


Request for a book
Have we a book on the shelf with the stated title?
Yes
Do the remaining details tally?
Yes
Issue
No
Is there another book with the same title?
Yes
No
No
Could this title be a monograph series?
Yes
Is the title of the individual part of the series known?
Yes
No
No
Could this title be held as a serial?
Yes
Do we hold this title as a serial?
Yes
Pass to Serial Store
No
No
Is the request eligible for passing to Science Library?
Yes
Is the request dated 1955-62?
Yes
Is the book listed in Books in Print?
Yes
Order
No
No
Pass to Science Library
No
Return C copy to borrower
Pass B copy to selection department
Is this title suitable for selection?
No
Discard
Yes
Can this title be found in Books in Print and order placed?*
No
Discard
Yes
Order and inform requester on arrival of book



* The same A.E.O. has
responsibility for
Machine Recording and
C Store

26th February, 1968.

LIBRARIES IN CENTRAL LONDON